



## Center for Puppetry Arts Museum Education Internship

### DESCRIPTION

*The Center for Puppetry Arts strives through live puppetry performances, hands-on workshops and one of the largest puppetry museums in the world to reach its mission to touch lives through the art of puppetry.*

Under the supervision of the Museum Services Coordinator, Museum Education interns will assist with the daily operations involved in running a small museum. Interns will be trained to give tours and conduct educational programming designed to help museum patrons of all ages and backgrounds interact and explore the art of puppetry. This includes activities such as assisting museum staff with the museum's mobile discovery carts on different topics, assisting with storytelling programming, giving group and individual tours, and facilitating scavenger hunts/special events.

The Center's museum is also in charge of the docent and volunteer programs. Interns will learn how to prepare materials for training, maintain volunteer records using both Raiser's Edge and Volgistics software, and help to run volunteer training as needed. The Museum Education intern will be given one overarching project they will develop for the entirety of their internship with the goal to have their project put into action at the end of their session. Interns will also have the opportunity to observe and learn from Center educators and artists in our unique Create-a-Puppet workshop and Distance Learning studios.

The intern will work approximately 10-15 hours per week during the quarter/semester for a total of between 150 and 250 hours. Those hours may be worked in any combination at the discretion of the intern and the supervisor. This is an unpaid internship and is considered a volunteer position. Course credit may be given for the internship.

### DESIRED QUALIFICATIONS

- Pursuing a degree or has a background in public history, education, museum studies, museum education, history or anthropology. Other majors may be applicable.
- Speaking and interpersonal skills
- Excellent writing and communication skills
- Experience in researching and presenting content
- Ability to work well with people
- Knowledge of educational standards and a passion for teaching others
- Have an interest in puppetry and/or the arts a plus



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### The main duties of the intern will be:

- Give educational tours of the museum
- Facilitate educational programming in the museum
- Work at special museum events (dates given at time of interview)
- Assist with staff/volunteer training
- Program research
- Prepare materials for training
- Maintain volunteer database
- Prepare reports using the volunteer database
- Observe Create-a-Puppet workshop & Distance Learning classes
- Other duties as assigned

Depending on skill level and availability, the intern will pick one larger project to work on throughout their internship. **These opportunities could include:**

- Helping to develop family programming (scavenger hunts, worksheets etc.)
- Assisting with the development of museum material to encourage accessibility
- Develop hands-on curriculum for various age levels and subjects
- Oversee museum volunteer activities

### REQUIRED APPLICATION MATERIALS

- Cover Letter
- Resume
- Course Requirements if applying for school credit

### PLEASE SUBMIT ALL MATERIALS TO:

**Email:** [internship@puppet.org](mailto:internship@puppet.org)

**In Subject Line:** "Name" – "internship applying for"

(Example: John Smith – 2019 Summer Performance Internship)

**No Phone Calls Please**

If you have questions, please email Kenny Baker at  
[internship@puppet.org](mailto:internship@puppet.org)