Title: Public Programming Intern

Reports To: Operations Manager

Schedule: Minimum 8 hrs/wk; *most* hours will be worked during business hours (M-F, 9am-5pm). However, the intern *MUST* be available:

- *Thursday, April 1st (mid-day into the evening)*
- *Saturday, April 3rd and/or Sunday, April 4th, 2027*

Duration: Approximately 15 weeks, beginning late January, 2027

Status: Unpaid internship/part-time

Summary:
The Public Programming Intern will work closely with and be mentored by the TR Site's Operations Manager, whose wide-ranging expertise includes museum collections & exhibits, programming & evaluation, content creation, and designing intern experiences. The intern's primary responsibility will be organizing and implementing the TR Site's April Fools' Fun program. The intern will also assist with developing questions for TRivia Nite.

Responsibilities:

- Cultivate necessary loans
- Physically receive, document & organize loaned objects
- Develop program-related interpretive/public-facing text
- Program set-up, including object installation/de-installation
- Program evaluation & follow up

Learning Component(s):

- Program planning
- Basic loan procedures
- Research & evaluation
- Object handling & installation
- Interpretive/public-facing text

Skills Desired:

- Excellent written & verbal communication skills
- Excellent research & computer skills, including fact-checking
- Ability to follow instructions & work independently, as necessary
- Ability to meet deadlines
- Creativity & a sense of humor is a must!

Note: Applicants interested in this position should check "Public Programming" at the top of page 1 of the application.

The TR Site is an Equal Opportunity Employer committed to a diverse workforce and does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status.