



## Education Administration Internship

The Mississippi Children's Museum is seeking an Education Administration Intern. Under the training and guidance of MCM's Director of Education and Programs, this person will help create and promote informal learning opportunities for the entire museum. He/she must employ strong written and oral communication skills. The Education Administration Intern will help to lead the Education and Programs Department in all facets of the museum. This is a volunteer, unpaid internship.

Candidates must possess a basic knowledge of, and interest in, educational leadership, informal education, Early Childhood Leadership or a related field in the non-profit arena.

MCM's Education Administration Intern will be present each a minimum of four days during the week. Some workdays will fall on a Saturday. This internship would last a minimum of 4 weeks but could extend up to 16 weeks. All applicants must provide their own laptop.

### Responsibilities:

- Interact positively with staff, children and caregivers in an informal educational environment
- Prepare materials for museum use
- Learn each job in the Education and Programs team
- Assist in strategic planning
- Work with community partners
- Work with all directors of the museum to produce the best experience for our guests
- Provide support for the development and implementation of exhibit and program evaluation
- Be pro-active and organized, act effectively under deadlines, and manage multiple concurrent projects while working independently

The intern would work towards achieving the following learning outcomes:

- Become familiar with children's museums and their role in the informal education of children.
- Have an increased understanding of the role nonprofits play in impacting education reform.
- Be exposed to knowledge that will lead to increased understanding and motivation while increasing his/her leadership skills, teamwork, and analytical thinking.
- Develop a peer network of colleagues that will contribute to future career planning.

*The Mississippi Children's Museum provides a unique and exciting educational experience that ignites and inspires a thirst for discovery, knowledge, and learning in all children.*

To apply, please send a resume and cover letter by:

- email to [jana@mcm.ms](mailto:jana@mcm.ms)
- fax (601) 709-8970 OR
- mail to: Mississippi Children's Museum  
Attn: Jana Perry  
PO Box 55409  
Jackson, MS 39296

