

## Summer Education Outreach Internship

### Job Description:

The American Swedish Historical Museum is accepting applications for a part-time Education Outreach Intern. The basic duties are to facilitate outreach programs for family audiences at libraries, community centers, and summer camps. This includes prepping program materials, interacting with children and families, communicating with outreach partners, collecting program fees, and traveling to locations in PA, NJ, and DE. In addition, the Education Outreach Intern will assist with onsite education and public programs at ASHM. This position reports to the Education & Public Relations Manager.

### Responsibilities:

- Facilitate ASHM's 2024 Collaborative Summer Library Reading Programs for groups of up to 30 children aged 3-12 at outreach locations in PA, NJ, and DE
- Gather and continually prep program materials
- Revise programs as needed and edit program frameworks
- Follow program schedule and track attendance
- Conduct evaluation and collect payment for programs
- Assist with ASHM education programs and special events as needed
- Attend meetings with supervisor as needed
- Other duties as assigned

### Requirements:

Ideal candidates will have experience in education or working with children, evaluations, public speaking, working independently, and organizational and time management skills. Experience in arts and cultural institutions is a plus. Ability to lift 20lbs and valid driver's license required, with access to a vehicle preferred.

Minimum education is a high school diploma or GED. Preferred education is Bachelor's Degree or currently enrolled at a college or university. Applicants majoring in teaching, education, public history, museum studies, or related fields are preferred.

### Schedule and Compensation:

The position is 10 weeks from June to August 2024. Hours range from 12-16 per week, primarily on weekdays with some evenings and weekends required. Pay is \$2500 stipend.

If interested, please send a resume or CV, cover letter, and list of three references to [jobs@americanswedish.org](mailto:jobs@americanswedish.org). **Deadline is January 26, 2024.**

### Organization:

The American Swedish Historical Museum in South Philadelphia is the oldest Swedish Museum in the United States. Founded in 1926, the Museum has been dedicated to preserving and promoting Swedish and Swedish-American cultural heritage and traditions for more than 90 years. We welcome all people to explore cultural identity through the story

of Swedes and Scandinavians in America. The American Swedish Historical Museum is a community dedicated to preserving and interpreting material culture, and is alive with celebrations, exhibitions, and learning experiences.

The American Swedish Historical Museum is an equal opportunity employer. ASHM affirms its commitment and pledges full support to equal employment opportunity for all persons without regard to race, color, religion, national origin, gender identity, age, sexual orientation, veteran status, or disability.