

Museum Education Outreach Internship

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 80 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.

Internship Description:

The American Swedish Historical Museum is accepting applications for a Museum Education Intern. The internship will take place starting in February and ending in August of 2022. The position is 8-12 hours per week in the Spring and 12-20 hours in the Summer, with flexible hours and some work from home. This internship is split into two phases; with the program development for college credit (Spring) and execution as a paid internship with a \$2500 stipend (Summer).

The basic duties of this internship position are to develop, plan, and execute the summer library outreach program. This includes researching the chosen theme, developing a lesson plan, creating relevant age appropriate activities, communicating with librarians, and presenting the program either in person or virtually. In this position the intern will be exposed to the inner workings of the museum field through interactions with various staff and the importance of community engagement. This position reports to the Education & Public Relations Manager.

Responsibilities:

- Assist in education programs such as family days, toddler time, and school visits
- Research and develop Collaborative Summer Library Reading program for the 2022 theme: *Ocean of Possibilities*, for children aged 5-12 with both virtual and in-person options.
- Gather and/or create materials for program and distribute to outreach locations
- Travel to or Zoom with outreach locations and lead the program
- Conduct evaluation and collect payment for programs
- Assist at ASHM special events
- Attend meetings with supervisor as needed
- Other duties as assigned

Requirements:

Ideal candidates will have experience in lesson planning, working with children, virtual or distanced learning, electronic communications, Microsoft Office Suite, and evaluations. Experience in arts and cultural institutions is a plus. Valid driver's license required, with access to a vehicle preferred.

Minimum education is a Bachelor's Degree or is currently enrolled at a college or university. Majors in teaching, education, public history, museum studies, or related fields are preferred.

If interested, please send a resume or CV, cover letter, and three references to jobs@americanswedish.org. **Deadline for application is November 1st, 2021.**

The American Swedish Historical Museum is an Equal Opportunity Employer.