

# Summer Education Internship

Application Deadline February 9, 2026

## Job Description

The American Swedish Historical Museum is accepting applications for a part-time Education Intern. The basic duties are to facilitate outreach programs for family audiences at libraries, community centers, and summer camps and to assist with the facilitation of on-site field trips and family programming. This includes prepping program materials, revising programs, 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 Intern will assist at some Museum events (3-4) during the course of the summer. This position reports to the Education & Public Relations Manager.

## Responsibilities

- Facilitate ASHM's 2026 Collaborative Summer Library Reading Programs for groups of up to 30 children aged 3-12 at outreach locations in PA, NJ, and DE
- Assist with the facilitation of field trip programs and family programs at the Museum, including Toddler Time (as schedule allows) and Free Family Days
- 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 special events as needed, specifically: Midsommarfest (June 20th), Free Family Day (July 12th), and Crayfish Party (August Friday – date TBD)
- Attend meetings with supervisor as needed
- Other duties as assigned

## Education and Experience

Ideal candidates will have experience in education or working with children, evaluations, public speaking, and working independently, and will possess excellent 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 museum studies, public history, education, teaching, or related fields are preferred.

## Work Schedule and Compensation

The position is 10 weeks from June to August 2026. The position will be four 6-hour days per week with a regular schedule of Monday-Thursday. Most days the 6 hours will run 9-3 or 10-4, with occasional evenings and Fridays/weekends required. Days may be entirely off-site at outreach programs, entirely on-site at the Museum, or a mix of the two. Program schedules will be provided at least a month in advance. Pay is \$4000 stipend (\$800 paid bi-weekly).

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## About the Museum

The American Swedish Historical Museum welcomes everyone to explore cultural identity through stories of Swedes and all Scandinavians and to connect with a vibrant community dedicated to preserving and interpreting culture through celebrations, exhibitions, and opportunities to learn, experience, and grow.

The American Swedish Historical Museum is an equal-opportunity employer. ASHM affirms its commitment and pledges its 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.

**To apply for this position, please send a letter of interest, along with your resume, to [jobs@americanswedish.org](mailto:jobs@americanswedish.org) with the subject line Summer Education Intern 2025. The deadline for submission is February 9, 2026.**