



National World War I Museum and Memorial Intern Program Area: Education & Collections

Intern Position: Education and Collections Intern

Reports To: Collections, Research Center, and Education Staff

Program Summary: This is an unpaid internship program. This program will focus on providing general support to the Education department activities; working directly with K-12 students; assisting with public programs; interacting with Museum guests; working with the Collection department's digitization project; cooperating with all Museum departments to ensure high-quality guest experiences.

The intern is expected to embrace the National World War I Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and performance of their intern duties.

Schedule: Flexible based on availability.

Areas of Concentration:

- Become familiar with Museum content, including the completion of selected texts prior to beginning the internship program.
- Create a tour for K-12 students based upon a Museum-approved base structure.
- Lead tours for K-12 students.
- Assist guests at public programs.
- Track participants at Education program events.
- Manage a database for Collections digitization project.
- Assist Volunteer Coordinator, Group Sales, Marketing and Museum Store as needed.

Preferred Experiences/Aptitudes:

- Ability to engage K-12 students with historical information.
- Research and creative thinking skills.
- Flexibility with quick alternative decision-making skills.
- Proficient use of Microsoft Word and Excel.
- Interpersonal skills that provide excellent interaction with both students and adults.