



**Internship Title:** SMITHSONIAN SLEEPOVERS INTERN

**About:** **Smithsonian Associates** advances the Institution's mission "to increase and diffuse knowledge" through life-enriching educational and cultural experiences inspired by the Smithsonian's research and collections for DC-region students, families, and adults, and for learning communities nationwide.

**Intern Duties:** Intern will assist with all aspects of the Smithsonian Sleepovers program, including:

- Research, budgets, logistical set-up, maintaining inventory, marketing, coordinating volunteers
- Provide direct, hands-on support through the design and production of printed educational materials, and onsite support the night of the sleepovers. Some evening and weekend hours.
- Opportunity to also provide assistance to other cultural and educational programs.

### Professional Development

**Opportunities:** By working closely with the Program Manager, the Intern will coordinate and manage all aspects of Smithsonian Sleepover program and gain experience in educational and cultural event production. Opportunities include: creative thinking, organizing and maintaining the budget, customer service, trouble-shooting/problem-solving, adapting to different situations, multi-tasking, researching, coordination at events, maintaining supplies, editing promotional materials, communication, organization and time management, event management.

### Qualifications:

- Experience and/or interest working with children ages 8-12 and their parents/chaperones
- Background or strong interest in education, music, dance, theater, or event planning required
- Ability to work quickly with attention to detail both independently and as a team
- Proficiency with Microsoft Word, Excel, PowerPoint and the Internet
- Must be able to interact with many different types of people while maintaining a professional demeanor

**Season:** Summer (May – end of Aug)

**Time Commitment:** Hours flexible; 1 full semester

**Schedule:** Part-time or full-time, times flexible- sleeping over in the museum is a requirement

**Supervisors:** Liz Paige, Program Coordinator & Brigitte Blachere, Program Manager

**Compensation:** All Smithsonian Associates internships are unpaid and housing is not provided. College credit may be granted, but must be coordinated in advance with the intern's university/college.

**Location:** S. Dillon Ripley Center, Smithsonian Institution, Washington, D.C.

**To be considered in the first round of applications, please submit your materials by the dates below:**

Summer Positions: February 1

Applications received after these dates will still be considered on an as-needed basis.

**To Apply:** Complete the online application at <http://SmithsonianAssociates.org/Internships>. Questions can be directed to the Intern Coordinator at [TSAInternships@si.edu](mailto:TSAInternships@si.edu) or 202.633.8631.