



Internship Title: YOUTH AND FAMILY PROGRAMS SUMMER INTERN

About Associates: **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.

This internship offers the unique opportunity to immerse in all the Summer children's' program offered by Associates.

Looking for a team of interns both on in person and virtual.
Duties will vary based on location.

Programs: Smithsonian Summer Camp
Smithsonian Virtual Adventures
Smithsonian Sleepovers
Discovery Theater

Intern Duties: Provide support to the team by assisting with all aspects of the daily running of our summer youth and family programs including, but not limited to:

- Supervision of campers and orchestration of Youth Teacher Assistant (YTA) program
- Maintenance and execution of logistics required for all programming including internal paperwork, and external communication with registrants
- Procurement and organizing of individual program materials
- Over-sight of Before and After camp as well as lunch hour
- Research, create and update Object of the Day and social media – learn to use Learning Lab
- Provide back end technical support for Virtual Adventures – learn to host zoom meetings for children
- Provide direct, hands-on support through the design and production of printed educational materials, and onsite support the night of the sleepovers.
- Work to ensure all materials are available for each sleepover; some crafting may be needed, but not necessary.
- Assist with House Management during Discovery Theater shows, when needed
- Assist during Discovery Theater rehearsals and theater production process
- Able to attend all sleepovers- evening and weekend hours.
- Maintain and support clear lines of communication on all levels
- Be flexible and ability to work where needed.
- Provide other assistance as needed

Learning Objectives:

- Experience in arts administration and museum education
- Creation and execution of museum-based children's programs
- Educational and cultural event production
- Opportunity to create future programming ideas
- Interaction with top-caliber camp instructors, performing artists and museum educators
- Volunteer management experience

Pre-requisites:



- Experience or strong interest in working with children and/or program administration in a museum or classroom setting
- Background or strong interest in education and/or special events planning required
- Ability to work quickly with attention to detail both independently and as a team
- Capability to collaborate as a member of a team
- Familiarity with Microsoft Word, Microsoft Excel
- Strong computer and communication skills
- Must be able to interact with many different types of people while maintaining a professional demeanor

Season: Summer (late May – late August)

Time Commitment: 40+ hours/week; 1 full summer

Schedule: Monday-Friday**
10am – 5pm (May to late June)
8:30am – 6:00pm (late June – late August)
Before and After Camp starts at 7:30am and 5:00pm
Sleepovers run 5:00pm- Midnight

** Saturday morning YTA orientation
Possible Saturday night Sleepover

Mentor: 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. Interns may also participate in Before/After Care duties, and thus be eligible for a weekly stipend. Information about the Before/After Camp duties will be provided during the applicant's interview, if selected.

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 date below:
Summer Positions: February 1
Applications received after this date 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 associates-internships@si.edu or 202.633.8631.