



Internship Title: SUMMER CAMP 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: Provide much-needed support to the Summer Camp team by assisting with all aspects of the daily running of Summer Camp, including:

- Supervision of campers and orchestration of Youth Teacher Assistant program
- Upkeep of rosters and camper paperwork, communication with camp instructors and parents
- Supply organization and procurement
- Provide other assistance as needed

Professional Development Opportunities:

- Experience in arts administration
- Creation of and execution of museum-based children's programs
- The opportunity to create Smithsonian camps for upcoming summers
- Interaction with top-caliber camp instructors
- Volunteer management experience

Qualifications:

- Background or strong interest in working with children and/or program administration
- Ability to work quickly with great attention to detail
- Familiarity with Microsoft Word, Microsoft Excel
- Strong computer and communication skills
- Capability to collaborate as a member of a team
- Professional demeanor

Season: Summer (late May – late August)

Time Commitment: 40 hours/week; 1 full summer

Schedule: Monday to Friday
Prior to camp – 10:00 am to 5:00 pm
During camp – 8:30 am to 6:00 pm, depending on Before and After camp hours. Early Monday mornings and possible late Friday evenings.

Supervisors: 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 Camp 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 dates below:
Summer Positions: February 1
Applications received after these dates will still be considered on an as-needed basis.



Smithsonian Associates

Position Description

Internships

To Apply:

Complete the online application at <http://SmithsonianAssociates.org/Internships>.
Questions can be directed to the Intern Coordinator at TSAInternships@si.edu or
202.633.8631.