



2020 Spring Programming Internship

THE MUSEUM

The National Museum of Toys and Miniatures educates, inspires, and delights adults and children through the museum's collection and preservation of toys and miniatures. The museum, located in Kansas City, Missouri, contains the world's largest collection of fine-scale miniatures and one of the nation's largest antique toy collections on public display.

POSITION

2020 Spring Programming Internship

NUMBER OF POSITIONS

1

COMPENSATION

\$2100 stipend

TIME COMMITMENT and WEEKLY SCHEDULE

Approximately 200 total hours (14 weeks), February 10, 2020 – May 15, 2020

DUTIES/RESPONSIBILITIES

The Programming Intern will facilitate the museum's spring 2020 Spring Break programming and KC Urban Advantage programming, as well as assist with other programming projects as needed.

Spring Break programming will run weekdays Monday, March 16 – Friday, March 27, 2020 and will consist of drop-in interactive workshops for our multi-generational audience. The Programming Intern will oversee the logistics and facilitation of the daily programs, interacting with visitors of all ages and creating an engaging learning experience that adds value to the visitors' time at the museum. Time commitment required: 40 hours during the intern's university-sanctioned Spring Break; hours for the other week of programming will be determined by the intern and Museum Educator.

The Programming Intern will also facilitate KC Urban Advantage museum visits for local school groups during March – May 2020. For more information on KC Urban Advantage, visit <https://www.kcurbanadvantage.org/>. The intern will be responsible to greet each visiting group and assist them with educational programming during their time at the museum.

Additionally, there may be opportunities for the Programming Intern to be involved in further programming projects as needed, creating a well-rounded experience in the museum education field.

SUPERVISOR

Museum Educator

QUALIFICATIONS

Ideal applicants will have completed their junior year in college. Candidates must have strong interpersonal skills and have demonstrated experience with public speaking and working with the public, especially children and families. Must be a self-starter with high standards, exemplary problem solving skills, and the ability to work well both individually and in a collaborative team environment. History, art, education, museum studies, or any students interested in a career in the museum field are encouraged to apply.

Resume, cover letter, and a list of two references due by **Sunday, January 5, 2020**.

Please send application materials to Kelly Burns, Museum Educator, The National Museum of Toys and Miniatures, 5235 Oak Street, Kansas City, MO 64112 or burnskel@toyandminiaturemuseum.org.