



MUSEUM OF SCIENCE & HISTORY

1025 Museum Circle • Jacksonville, FL 32207 • (904) 396-6674 • www.themosh.org

School Program Curriculum Intern POSITION DESCRIPTION

DEPARTMENT:	Education
IMMEDIATE SUPERVISOR:	Director of Visitor Experience
STATUS:	College Internship (unpaid)
HOURS:	100 Hours Minimum

POSITION PURPOSE: The School Program Curriculum Intern position is designed to support all school programming at MOSH and to assist in the design and creation of fresh, new programming. This includes researching educational topics, creating lesson and education plans, and matching educational programs to school standards.

DUTIES AND RESPONSIBILITIES:

- Research information for upcoming and current history and science programming
- Designing pre- and post-lesson plans for classroom use
- Research and understand current and future school curriculum standards
- Create pre-post-visit lesson plans for Outreach programs

SPECIAL AUTHORIZATION:

The School Program Curriculum Intern is authorized to have access to all general museum areas, Education classrooms, office and storage.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

Candidates should be of Junior/Senior or higher status with major coursework towards a degree in Education, Curriculum or History/Science. Candidates will be asked to research and design curriculum and program materials.

SKILLS AND ABILITIES

- Knowledge of Microsoft Word and Excel
- Excellent research, writing, and customer service skills
- Some artistic and design experience helpful, but not required
- Knowledge of Microsoft Publisher, PowerPoint, and Adobe
- Ability to work independently

TIME COMMITMENTS:

Interns are responsible for completing the required number of hours set forth by their college or university in order to receive college credit. Interns seeking degree enrichment (not for credit) must complete 100 hours during the semester for completion of the program.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of interns assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time.

ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

(Print Name)

Date

(Signature)