

Family Museum Internship Program

General Information

What is the Family Museum?

The Family Museum is a hands-on learning environment for children and their adult caregivers. The mission of the Family Museum is to inspire, connect and strengthen our community by enriching the lives of our children today and expanding their capacity to shape their future.

Who may apply for internships?

The internship is open to qualified college students, recent graduates or graduate students. Preference will go to students with majors or minors in elementary education, early childhood education, or related fields.

What types of internships are available?

Because of the complexity of museums, a variety of internship opportunities are available to students wanting experience in an informal educational setting. During this round of internships, opportunities exist in public programming and collections.

Is the internship compensated?

Depending on the specific internship, some experiences are compensated by an hourly wage, some by a stipend and others are non-paid.

Deadlines for Application:

- | | |
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| • Fall Internships (September – December) | August 15 |
| • Spring Internships (January – April) | December 1 |
| • Summer Internships (May – August) | April 15 |

2010/2011 Internship Opportunities

The Family Museum is pleased to offer the following internship opportunities beginning summer, 2010 through spring 2011.

Education Drop-in Program Internship (Summer, Holiday and Spring Break Terms)

The intern will be responsible for:

- Creating an exciting learning environment for children
- Organizing materials and related activities for pre-determined drop-in programming
- Being on time and at drop-in station, and ready to present program at the start of shift
- Set-up, tear-down, and clean-up of drop-in station at the conclusion of shift
- Participation in staff planning and instructor meetings
- Knowing and enforcing safety standards and policies of the museum
- Developing rapport with both children and parent/adult caregivers

Drop-in programming will be offered 5 days per week in two shifts; Sunday (12:30 - 4:30 p.m.) through Thursday (9:30 a.m. - 4:30 p.m.), and Tuesday through Saturday (9:30 a.m. – 4:30 p.m.)

- Summer 2010 schedule: June 14 – August 6
- Holiday Break 2010 schedule: December 20 – 31, 2010
- Spring Break 2011 schedule: March, 2011. *Exact dates to be determined at a later date based on school calendars.*

- Paid internship: \$9.10/hour; maximum 83 hours for Holiday and Spring Break terms; 405 hours for Summer term

As the result of a successful grant application to the Silos and Smokestacks National Heritage Area, the Family Museum is pleased to offer two paid part-time internships for its *Amazing Acres Interpretive Program* for Summer 2010, beginning May 17 and ending August 6.

Collections Internship

The intern will be responsible for:

- Being on time for all duties
- Active participation in regular staff meetings
- Reorganization of the photos and objects in the Family Museum's teaching collection depicting the community's lost onion farming industry
- Determining the use those photos and objects in order to share a portion of the community's lost agricultural heritage with museum guests
- Through evaluation of the agriculture-related objects and photos in the teaching collection and their provenance, identifying those members of the community who were actively involved with the onion farming enterprises and lay the groundwork for future efforts to capture first-person accounts of this piece of agricultural history.
- Paid internship: \$9/hour; maximum 240 hours (excludes July 4 holiday)

Education and Interpretive Programming Internship

The intern will be responsible for:

- Being on time for all duties
- Active participation in regular staff meetings
- Design a new interpretative program for the Amazing Acres exhibit gallery
- Working closely with the Collections Intern to identify objects or photos in the teaching collection as well as with the existing exhibits pieces in Amazing Acres to design a curriculum focused on the Quad City area's agriculture.
- Curriculum to include activities that can 1) stand alone for special events such as Ag Day, 2) within Amazing Acres by gallery facilitators, 3) at drop-in programming stations in the museum and 4) as an outreach kit to schools.
- Paid internship: \$9/hour; maximum 240 hours (Excludes July 4 holiday)

How do I apply?

Fill out the attached internship application. Send application along with cover letter, resume and letter of reference to:

Family Museum Internship Program
2900 Learning Campus Drive
Bettendorf, IA 52722
Or fax to: 563/344-4164

For more information about all internship opportunities at the Family Museum, please contact Tracey Kuehl, Museum Director at 563/344-4161 or by e-mail at tkuehl@bettendorf.org.



Family Museum Internship Application

Please use this form when mailing or faxing your application.

Please send a resume, cover letter and this application to

Family Museum Internship Program

2900 Learning Campus Drive

Bettendorf, IA 52722

Phone 563/344-4161; Fax 563/344-4164

Name: _____

School: _____

Major: _____

Current Address: _____

Current phone Number: _____

Permanent Address: _____

Permanent Phone Number: _____

Email Address: _____

1. When would you like to intern? *Please circle*

Fall 20____ Spring 20____ Summer 20____

2. Please indicate your current class:

Freshman Sophomore Junior Senior Graduate Student

3. Will you be seeking academic credit for this internship? *If yes, please include a copy of any guideline you will be required to meet in order to earn credit.*

Yes____ No____

4. How many hours are you able to commit to the internship per week? _____

Please estimate your availability:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

5. In which area would you like to intern?

Education____ Special Events____ Day Camp____ Specialty Internships* _____

(*Please identify which of these you are applying for)

Other areas of interest:



Please include a letter of interest along with your resume and one letter of recommendation.

Thank you for your interest in the Family Museum's Internship Program!

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