



MUSEUM EDUCATION INTERNSHIP OPPORTUNITY- PAID

Dumbarton House, is a Federal period historic house museum in Georgetown and headquarters of The National Society of The Colonial Dames of America. We offer visitors an opportunity to enhance their appreciation of early American history. Dumbarton House strives to inform and educate the public about life in Washington during the early Republic 1799 and about Federal Period decorative arts and architecture. Dumbarton House is open to the public 6 days a week for public tours and offers youth and adult public programs.

The primary responsibility of the Education Intern will be to coordinate, lead, and evaluate a new summer youth program geared towards 3-5 year olds. Additionally, the Education Intern will gather feedback from participants to see how this new program best meets their needs and expectations. Youth and family programs are an integral part of Dumbarton House connecting our mission, collection, and early American history to the community. We strive to provide programs that are relevant, enjoyable, and engaging. The Education intern will be an active team member of the staff at Dumbarton House and reports to the Education Manager.

A \$1000 stipend will be awarded and/or academic credit may be arranged in cooperation with a sponsoring college or university.

Duties

- Manage preschool program logistics and planning;
- Serve as the lead teacher for the program;
- Assist with reservations for youth programs, send confirmations, collect deposits, etc.;
- Conduct and analyze evaluations and suggest program revisions to Education Manager;
- Propose recommendations for family and youth programming at Dumbarton House;
- Perform other tasks as needed.

Qualifications Needed:

- Prior experience and enthusiasm for working with children;
- Self-motivated and able to work independently with minimal supervision, including willingness to assist with all aspects of working in a small, historic house museum;
- Excellent interpersonal and oral communication skills;
- Excellent organizational skills and attention to detail;
- Master's degree, working toward a master's degree, and/or comparable experience in museum education, museum studies, education, American studies, or a related field;
- Prior experience with early education a plus;
- Prior experience leading tours, or otherwise possess public speaking skills a plus;
- Strength, dexterity, and mobility to perform all duties (to include lifting up to 25lbs).

Schedule

- 180 hours (14 hours per week);
- Approximate start the week of May 21 through the week of August 13, 2018;
- Must be available to work during the preschool program, Thursday June 7-August 9th 9:30am-11:30am;
- Must have morning availability to accommodate school programs;

To Apply:

- Send cover letter and resume to: education@dumbartonhouse.org with subject heading: **Museum Education Intern**
- Application deadline April 2nd, 2018; position will remain open until filled.
- The incumbent is not eligible for museum benefits. Dumbarton House is an Equal Opportunity Employer. A background check is required for employment.
- Qualified applicants will be contacted to schedule an interview. Please do not contact Dumbarton House to inquire about the status of your application.