

The Schiele

Museum of Natural History

A Natural Adventure

Internship

Department: Outreach Program

The Schiele Outreach education program consists of program-based outreach initiatives. Through a curriculum consisting of courses, lectures, tours, seminars, and other educational experiences, Outreach programs form an ongoing, systemic center for the study of natural history and science. Outreach interns are offered unique opportunities to learn about all aspects of educational programming for both adults and children. Interns are placed in Museum departments based on their experience and skills. Interns may be placed in the following areas:

- **Programs.** Work in tandem with Outreach program teams to help research, plan, or design lectures, performances, workshops, seminars, series, and courses for adult or family audiences.
- **Public Affairs.** Assist with all aspects of publicizing Outreach programs. Fulfill press requests; help draft media releases and calendar releases.
- **Marketing/Membership.** Help to devise and implement mechanisms for marketing membership and programs to the public and assist with the development of new audiences.
- **Study Tours.** Assist with educational tour planning including program design, program leadership, marketing, registration, customer service, tour operation and evaluation. Support the development and maintenance of a study tour database.
- **Administration.** Work in the areas of financial organization, human resources, or facilities, in developing and assisting with projects that involve Outreach general operations.

Term: Most internships are for a minimum of a semester or a summer term, at 15 hours per week or more.

Application: Full application should include a completed application form, resume, two letters of recommendation, a short essay describing your interest in a Schiele internship, and academic transcripts.

Deadline: Applications are reviewed throughout the year, but it is preferred that applications for fall semester are received by August 1st; winter/spring semester by December 1st; and summer semester by April 1st.

Stipend: No

Contact: Internship Coordinator
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