

Monticello College Foundation Internship in Museum Education

Illinois State Museum – Springfield, Illinois

The Monticello College Foundation Internship in Museum Education at the Illinois State Museum provides an exciting and challenging opportunity to work with museum educators, exhibits staff, curators, and volunteers in a mid-sized museum of natural history, anthropology, and art. The Illinois State Museum is located in Springfield, Illinois.

The Monticello Intern helps coordinate the volunteers and day-to-day operations of the Museum's hands-on children's gallery (the Mary Ann MacLean Play Museum). The intern also plans and implements monthly children's programs, and assists with school programs and family events.

Requirements: a Bachelor's degree in education, anthropology, natural science, museum studies, history, or art; career interest in museum education; and experience working with the public. Experience leading volunteers, teaching, or Master's degree a plus. Computer skills in word processing, database management, and desktop publishing are preferred. Flexibility, maturity, strong organizational skills, caring personality, and enthusiasm for working with children and volunteers - especially retirees - are very important.

The internship will run from September 1, 2012 to August 31, 2013. There is a monthly salary of \$1,618 plus a benefits package including group medical and life insurance, holidays, vacation, personal business days, and sick time.

To apply: send cover letter, resume, college transcripts (undergraduate & graduate - unofficial copies are acceptable), an e-mail address where you can be reached in May, and contact information for three professional references (including their email addresses) to:

Beth Shea, Education Chairperson
bshea@museum.state.il.us

Application deadline is May 1, 2012.

Applications may also be faxed to (217) 782-1254.

Send inquiries to bshea@museum.state.il.us. Please, no phone calls. All applications will be acknowledged. All applicants must be eligible to work in the United States and are responsible for securing their own immigration documents. If selected, proof of the applicant's ability to work in the United States must be submitted before the internship begins.