



2015-2016 ACADEMIC YEAR MUSEUM EDUCATION INTERNSHIP OPPORTUNITY- PAID

Dumbarton House, a Federal period historic house Museum in Georgetown, seeks an academic year intern to support youth programs including school, homeschool and scout groups. Dumbarton House, headquarters of The National Society of The Colonial Dames of America, offers 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 (c. 1800) and about Federal Period decorative arts and architecture. Dumbarton House is open to the public 6 days a week for public and private tours, offers school and Scout programs, adult programs and lectures, chamber music concerts, family programs, and various other public programs.

The primary responsibility of the Academic-Year Education intern will be to coordinate and lead youth programs. 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. The Education intern works with and reports to the Education Manager.

A \$2500 stipend will be awarded and/or academic credit may be arranged in cooperation with a sponsoring college or university.

Schedule

- October-Mid-June
- 15 hours/week; 3 days a week; Wednesday and Thursday required; plus Tuesday or Friday;
- Must have morning availability to accommodate school programs;
- Occasional weekends and evening hours are required and will be scheduled as needed.

Duties

- Manage school, homeschool, and scout program logistics and planning;
- Serve as the lead museum teacher for school program;
- Assist with reservations for youth programs, send confirmations, collect deposits, etc.;
- Analyze evaluations and suggest program revisions to Education Manager;
- Update museum touch-baskets and Museum room reference materials and develop a self-guided tour for children;
- Research and report on family and youth programming best practices at area museums;
- Propose recommendations for family and youth programming at Dumbarton House;
- Assist with welcoming guests to the Museum during regular Museum hours as needed;
- Perform other tasks as needed.

Qualifications Needed:

- Prior experience and enthusiasm for working with children;
- Excellent interpersonal and oral communication skills;
- Excellent organizational skills and attention to detail;
- Ability to “think on one’s feet,” including the ability to anticipate, react, and respond to the needs of children and chaperons;
- Self-motivated and ability to work independently with minimal supervision, including willingness to assist with all aspects of working in a small, historic house museum;
- 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 leading tours, or otherwise possess public speaking skills a plus;
- Strength, dexterity, and mobility to perform all duties (to include lifting up to 50lbs).

To Apply:

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