



# The Children's Museum of Science and Technology (CMOST) Internship Assignment Description

## *Museum Docent*

**Reports To:** Director of Education & Museum Experience  
**Status:** Intern, non-paid position  
**Time Commitment:** Minimum of 10 hours a week, flexible hours and may include weekends

### **Position Summary:**

Docents assist the Director of Education & Museum Experience in providing educational opportunities for members and visitors to CMOST.

### **Internship Duties:**

- Assist Museum visitors with exhibits and work with Museum educators in presenting educational programming to the members, general public, schools and groups that visit The Museum.
- Assist the staff with light cleaning and maintenance of The Museum
- Communicate to the Director of Education & Museum Experience customers requests for The Museum
- All internships require a beginning and ending date to schedule a review. A review is required for the benefit of both the intern and CMOST Internships can be extended.
- CMOST expects an intern to treat their volunteer internship opportunity as they would a regular job, which will accommodate the assignment of duties and deadlines.
- If this internship will provide the intern with extra "work/study" credits, CMOST will be able to accommodate that requirement. It is the intern's responsibility to provide all information, necessary forms, guidelines and your school "work/study" contact's name.
- Other duties as assigned

### **Minimum Qualifications:**

- Team player, friendly, outgoing personality, and flexible
- Customer service experience a plus
- Ability to complete task assigned
- Be innovative, constantly seek ways to improve our organization and meet the needs of our constituents.
- Earn the respect of others by being sensitive to unique cultures, situations, ideas and perspectives.
- Use communication as the link between every element of our virtual delivery system.
- Bring "can do" attitudes to every situation. Avoid the words "don't", "won't" or "can't".
- Be fair and act with uncompromising honesty and ethics.
- Take ownership for mistakes and help others fix theirs without compromising their self-esteem.
- Working towards a B.S. or B.A. in a related field

### **Physical Demands:**

Requires range of motion, hearing and vision sufficient to reasonably perform the essential functions of the position.



# The Children's Museum of Science and Technology (CMOST) Internship Assignment Description

## *Front Desk Visitor Specialist*

**Reports To:** Director of Member & Guest Services  
**Status:** Intern, non-paid position  
**Time Commitment:** Minimum of 10 hours a week, flexible hours and may include weekends

**Position Summary:** To assist with operations of The Museum's Front Desk

### **Internship Duties:**

- Greet and assist Museum visitors.
- Manage transactions for Museum admissions, memberships and gift shop
- Maintain a clean and well-organized Front Desk
- Assist the staff with light cleaning and maintenance of The Museum
- Communicate to the Director of Member & Guest Services customers requests for The Museum
- All internships require a beginning and ending date to schedule a review. A review is required for the benefit of both the intern and CMOST Internships can be extended.
- CMOST expects an intern to treat their volunteer internship opportunity as they would a regular job, which will accommodate the assignment of duties and deadlines.
- If this internship will provide the intern with extra "work/study" credits, CMOST will be able to accommodate that requirement. It is the intern's responsibility to provide all information, necessary forms, guidelines and your school "work/study" contact's name.
- Other duties as assigned

### **Minimum Qualifications:**

- Team player, friendly, outgoing personality, and flexible
- Customer service experience a plus
- Ability to complete task assigned
- Be innovative, constantly seek ways to improve our organization and meet the needs of our constituents.
- Earn the respect of others by being sensitive to unique cultures, situations, ideas and perspectives.
- Use communication as the link between every element of our virtual delivery system.
- Bring "can do" attitudes to every situation. Avoid the words "don't", "won't" or "can't".
- Be fair and act with uncompromising honesty and ethics.
- Take ownership for mistakes and help others fix theirs without compromising their self-esteem.
- Working towards a B.S. or B.A. in a related field

### **Physical Demands:**

Requires range of motion, hearing and vision sufficient to reasonably perform the essential functions of the position.



# The Children's Museum of Science and Technology (CMOST) Internship Assignment Description

## *Development/Administrative Intern*

**Reports To:** Director of Member & Guest Services  
**Status:** Intern, non-paid position  
**Time Commitment:** Minimum of 10 hours a week, flexible hours and may include weekends

**Position Summary:** Assist with supervision the Director of Member and Guest Relations with various projects as needed.

### **Internship Duties:**

- Membership/Donor Mailings (merge/mail, stuffing envelopes, post card announcements, etc.) – including getting mailings ready for delivery to the post office
- Records Management
- Marketing/Public Relations assistance (mailing and/or e-mailing press releases, media alerts, educational programming mailings, new exhibit announcements, etc.)
- Research and post information to on-line media outlets.
- Basic general acknowledgements/follow-ups for contributions, cultivation and other events, etc. (large and small mailings)
- Packaging/ mailing brochures and other information to other venues in the Capital Region
- Fulfilling donation requests.
- Basic informational research (on-line or by phone) as needed.
- Updating and/or consolidating any database lists as required or needed.
- Copying, distribution of materials and/or basic reports.
- Provide input on the creation of informational flyers, etc.
- All internships require a beginning and ending date to schedule a review. A review is required for the benefit of both the intern and CMOST. Internships can be extended.
- CMOST expects an intern to treat their volunteer internship opportunity as they would a regular job, which will accommodate the assignment of duties and deadlines.
- If this internship will provide the intern with extra “work/study” credits, CMOST will be able to accommodate that requirement. It is the intern’s responsibility to provide all information, necessary forms, guidelines and your school “work/study” contact’s name.
- Other Duties as needed and required.

### **Minimum Qualifications:**

- Team player, friendly, outgoing personality, and flexible
- Customer service experience a plus
- Ability to complete task assigned
- Be innovative, constantly seek ways to improve our organization and meet the needs of our constituents.
- Earn the respect of others by being sensitive to unique cultures, situations, ideas and perspectives.
- Use communication as the link between every element of our virtual delivery system.
- Bring “can do” attitudes to every situation. Avoid the words “don’t”, “won’t” or “can’t”.
- Be fair and act with uncompromising honesty and ethics.
- Take ownership for mistakes and help others fix theirs without compromising their self-esteem.
- Working towards a B.S. or B.A. in a related field

### **Physical Demands:**

- Requires range of motion, hearing and vision sufficient to reasonably perform the essential functions of the position.



# The Children's Museum of Science and Technology (CMOST) Internship Assignment Description

## **Marketing & Communications: Web Design & Development**

**Reports To:** Director of Member & Guest Services  
**Status:** Intern, non-paid position  
**Time Commitment:** Minimum of 10 hours a week, flexible hours and may include weekends

**Position Summary:** Assist with supervision the Director of Member and Guest Relations with various projects as needed.

### **Internship Duties:**

- Create new web pages for The Museum website
- Maintain existing web pages for new events, programs and exhibits
- Create monthly e-newsletters and design special e-mail blasts to Museum members
- Contribute to other marketing projects as assigned
- Maintain a consistent brand look & feel for The Children's Museum of Science and Technology in all design work
- All internships require a beginning and ending date to schedule a review. A review is required for the benefit of both the intern and CMOST. Internships can be extended.
- CMOST expects an intern to treat their volunteer internship opportunity as they would a regular job, which will accommodate the assignment of duties and deadlines.
- If this internship will provide the intern with extra "work/study" credits, CMOST will be able to accommodate that requirement. It is the intern's responsibility to provide all information, necessary forms, guidelines and your school "work/study" contact's name.
- Other Duties as needed and required.

### **Minimum Qualifications:**

- Basic familiarity with Dreamweaver
- Ability to work within a PC operating system
- Strong communication and time management skills
- Organized, detail-oriented, a self-starter and multi-tasker
- Proficiency using computers, internet and MS Office Suite
- Working towards a B.S. or B.A in a related field
- Team player, friendly, outgoing personality, and flexible
- Ability to complete task assigned
- Be innovative, constantly seek ways to improve our organization and meet the needs of our constituents.
- Earn the respect of others by being sensitive to unique cultures, situations, ideas and perspectives.
- Use communication as the link between every element of our virtual delivery system.
- Bring "can do" attitudes to every situation. Avoid the words "don't", "won't" or "can't".
- Be fair and act with uncompromising honesty and ethics.
- Take ownership for mistakes and help others fix theirs without compromising their self-esteem.

### **Physical Demands:**

- Requires range of motion, hearing and vision sufficient to reasonably perform the essential functions of the position.



# The Children's Museum of Science and Technology (CMOST) Internship Assignment Description

## **Marketing & Communications: Graphic Design**

**Reports To:** Director of Member & Guest Services  
**Status:** Intern, non-paid position  
**Time Commitment:** Minimum of 10 hours a week, flexible hours and may include weekends

**Position Summary:** Assist with supervision the Director of Member and Guest Relations with various projects as needed.

### **Internship Duties:**

- Design newsletters that go out to more than 2,000 readers
- Design direct mail postcards and other collateral to promote exhibits, programs and special events
- Design ads for local print publications
- Design and produce in-house flyers, banners and other signage to promote programs and events
- Contribute to other marketing projects as assigned
- Maintain a consistent brand look & feel for The Children's Museum of Science and Technology in all design work
- Communicate with outsourced print production vendors
- CMOST expects an intern to treat their volunteer internship opportunity as they would a regular job, which will accommodate the assignment of duties and deadlines.
- If this internship will provide the intern with extra "work/study" credits, CMOST will be able to accommodate that requirement. It is the intern's responsibility to provide all information, necessary forms, guidelines and your school "work/study" contact's name.
- Other Duties as needed and required.

### **Minimum Qualifications:**

- Basic familiarity with InDesign CS2
- Ability to work within a PC operating system
- Strong communication and time management skills
- Organized, detail-oriented, a self-starter and multi-tasker
- Proficiency using computers, internet and MS Office Suite
- Working towards a B.S. or B.A in a related field
- Team player, friendly, outgoing personality, and flexible
- Ability to complete task assigned
- Be innovative, constantly seek ways to improve our organization and meet the needs of our constituents.
- Earn the respect of others by being sensitive to unique cultures, situations, ideas and perspectives.
- Use communication as the link between every element of our virtual delivery system.
- Bring "can do" attitudes to every situation. Avoid the words "don't", "won't" or "can't".
- Be fair and act with uncompromising honesty and ethics.
- Take ownership for mistakes and help others fix theirs without compromising their self-esteem.

### **Physical Demands:**

- Requires range of motion, hearing and vision sufficient to reasonably perform the essential functions of the position.