



ExxonMobil Community  
**Summer Jobs**  
Program

## ExxonMobil Community Summer Jobs Program

### JOB DESCRIPTION

**Organization Name:** Children's Museum of Houston

**Location:** 1500 Binz St. Houston, TX 77004

**Website:** [www.cmhouston.org](http://www.cmhouston.org)

**Mission:** To transform communities through innovative, child-centered learning.

**Job Title of Internship:** Education Intern

**Type of Internship:** Paid

**Internship Overview:** The Education Intern will be engaged in the operation of a large non-profit and receive firsthand understanding of how informal learning activities for children are researched, prototyped, facilitated, and evaluated. Working in collaboration with the Museum's Science Education Manager, the Intern's primary duties will involve the co-management of a corporate-sponsored chemistry lab series called Kids' Labs and the co-development of new activities to be facilitated at Science Station in the Museum's *How Does it Work?* exhibit. The intern will also observe and participate in the facilitation of the Museum's STEM-based community outreach programming, and help in other museum projects and galleries as needed.

**Core Responsibilities:** Duties of the Education Intern will involve:

- 1) Co-developing new activities and experiments that the Museum staff will facilitate at Science Station in the *How Does it Work?* exhibit to introduce children to various concepts related to chemistry and physics.
- 2) Assisting in the prototyping of the new activities with visitors to measure the effectiveness of each newly developed Science Station activity/experiment.
- 3) Helping to extend the rigor and effectiveness of Science Station activities by providing qualitative feedback from prototyping sessions, suggesting changes, and implementing these changes with the support of the Physical Science Educator.
- 4) Assisting in prototyping, organizing, and implementing the activities of Kids' Labs, and managing supply purchases and the preparation for the labs.
- 5) Assisting the Physical Science Educator in change-outs of Science Station activities, attending staff training meetings at both Children's Museum of Houston and the Fort Bend Children's Discovery Center as appropriate.

- 6) Assisting the Science Educator in organizing and filming Science Station demonstration videos to be used for staff training at the Fort Bend Children's Discovery Center.
- 7) Working closely with the Science Educator to research and develop new hands-on components to be added to the Matter Factory and How Does it Work exhibits in 2018.
- 8) Working under the guidance of the Science Educator to draft posts, obtain photos and/or video footage to be used within the Museum's More CMH application.
- 9) Attending Education team meetings to gain an understanding of the broad scope of the museum's programming.
- 10) Observing and participating in the Museum's outreach programming at various off-site locations.
- 11) Assisting other Gallery Educators with museum programming needs, such as prototyping, preparing supplies, leading workshops, and facilitating event programming.

**Job Dimensions:** Candidates must be entering their sophomore, junior, or senior year of undergraduate study. Work will be performed Monday through Friday, totaling 30 hours per week with a one-hour break for lunch each day. Hours may vary based on programming schedules and on days involving participation in outreach activities. The Intern will be required to travel to outreach programming sites, and may occasionally travel to the Fort Bend Children's Discovery Center.

**Community Impact:** The Intern's service will have a great impact on Houston's children and their family members, providing them with opportunities to develop knowledge and skills related to the STEM disciplines. The Children's Museum serves an attendance of more than 800,000 people each year, 27% of whom are admitted free of charge.

**Learning Objectives:** The Intern will participate in an experience that will demonstrate: 1) how educators create and evaluate educational programming designed for children and their parents/caregivers; 2) how a large non-profit functions in collaboration with community partners; and 3) the essential roles played by interns and volunteers in the operation of non-profits. In addition, the intern will practice useful workplace skills involving project design, collaboration, and networking, and will also provide verbal progress reports at bi-weekly meetings with the education team.

**Contact Information:** Please direct questions regarding the internship opportunity to Cathy Gauthier, Project Coordinator at [cgauthier@cmhouston.org](mailto:cgauthier@cmhouston.org)