
Museum Education Internship

Internship Description:

Museum Education Interns assist the Education department in providing engaging instruction for all education-based programming. Interns will gain experience applicable to a wide variety of education careers, including facilitating school field trips, community outreach, and public programming.

This position requires availability on weekdays from 9 a.m. to 1p.m. Education Interns must commit to a regular weekly schedule. Academic Credit may be approved by your college. This is an unpaid internship. Parking will be provided by the History Center.

¿Habla español? ¡Apreciamos voluntarios bilingües!

Reports to:

Assistant Curator of Education

Internship Duties and Responsibilities:

- Facilitation of school-based programs within the museum
- Provides assistance with the development of lesson plans for K-12 schools
- Other duties as assigned

Required Knowledge, Skills, and Qualifications:

- Must currently be enrolled in an undergraduate or graduate program with an accredited university
- Must have an interest in working with children and the public
- Excellent customer-service skills and positive disposition

- Excellent written and verbal communication skills
- Detail oriented, organized, dependable, and flexible
- Able to work in a team atmosphere and adhere to time schedules
- Comfortable with teaching and speaking with groups of all ages

Preferred Qualifications:

- Teaching experience in a formal or informal setting
- Knowledge of Florida history
- Experience developing curriculum and familiarity with Florida State Standards
- Bilingual Spanish-English abilities

*Final candidates must pass a criminal background check

Application Process:

Please email resume and cover letter to CourtneyBurns.2@ocfl.net with the subject line “Museum Education Internship Spring 2025 – Your Name”

