



## Museum Operations Intern - Spring 2017

### Position Information

#### Employer:

Minnesota Children's Museum

#### Division:

N/A

#### Title:

Museum Operations Intern - Spring 2017

#### Description:

Minnesota Children's Museum's mission is sparking children's learning through play. We are dedicated to providing children with a hands-on and stimulating environment to explore and discover. With locations in St. Paul, Rochester, and the Mall of America, MCM employs 65 full-time and 65 part-time employees and engages over 1,300 volunteers annually. At MCM our workplace values that guide how we work together are: Play, Include, Grow, Serve and Strive.

This position is responsible for assisting with the daily tasks that are essential to running a large customer service department in a non-profit organization. This includes assisting in the hiring of front line staff, running reports, updating spreadsheets and documents and other administrative tasks. Specific duties depend on schedule availability.

#### Major Job Accountabilities

This is an estimate of the duties to be included in this internship. The exact duties and projects will be determined by mutual agreement of the intern and museum staff. All duties will be carried out with the direction and supervision of the Gallery Services or Box Office Coordinator.

- Assist with the hiring of front line staff for the new museum by screening applications, contacting applicants, scheduling interviews, performing reference checks and documenting aspects of the hiring process
- Complete and distribute weekly and monthly department reports, including sales and over/short reports.
- Assist in the creation and documentation of new department processes and procedures for staff trainings.
- Other duties as assigned.

#### Location:

#### Location #1

Nationwide  
no  
City  
St.Paul  
State/Province  
Minnesota  
Country  
United States

#### Position Type:

Unpaid, Internship

#### Salary Level:

unpaid

### How To Apply

Apply online at [www.mcm.org/internships](http://www.mcm.org/internships). Submit an online application, cover letter, and resume. Applications are not complete until all three materials are submitted.

Applications accepted via:

- Other

### Important Dates

#### Posted On:

Oct 10, 2016

#### Applications Accepted Until:

Dec 17, 2016

### Contact Information

**Employer:** Minnesota Children's Museum

**Name:** Haley Buenzli

**Title:** Volunteer Services Coordinator

**E-mail:** [volunteers@mcm.org](mailto:volunteers@mcm.org)

**Phone:** 651-225-6046

**Address:** 10 W. 7th Street  
St. Paul, Minnesota  
55102

**Job Function:**

Business Operations, Services, Administration, Education, Teaching, Training, Foreign Language, Translator

**Qualifications:**

1. Ability to organize time and work independently, follow directions and complete tasks in an effective manner.
2. Skill in coordinating tasks and projects.
3. Good written and verbal skills.
4. Computer skills, including word processing and spreadsheets.
5. Ability to work well with people.
6. Minimum Junior or Senior standing in post-secondary setting.