



Oklahoma WONDERtorium Floor Staff Practicum or Internship

Oklahoma WONDERtorium has year round internship opportunities. Although these opportunities carry no stipend, many students have found them useful in obtaining the experience necessary to enter academic, recreation, museum studies and other professions. Internships are designed to give students experience with the inner workings, day to day operations and special events of a children's museum. The Floor Staff Intern will report to the operations manager and play a key role in the delivery of hands-on, inquiry based, play to learn activities.

PRIMARY RESPONSIBILITIES

- Greeting and serving as a resource to museum visitors
- Interacting with museum guests to facilitate hands on, interactive exploration and inquiry –based learning.
- Staging, restaging, cleaning, and repairing of exhibits and exhibit items.
- Serve as Mentor for Upward Bound student program.
- Developing/updating and maintaining an intern training log
- May conduct research for special projects and assist with public events.
- May assist in special program/special event delivery on the exhibit floor.

PREFERRED QUALIFICATIONS

- Experience working with children and families
- Excellent writing and communication skills
- Excellent interpersonal and presentation skills
- Enrolled in an undergraduate or graduate program in Recreation, Education, Museum Studies, Human Development and Family Science or a related field
- Computer skills, including a basic knowledge of Microsoft Word, Excel, and PowerPoint
- A commitment to professionalism
- The ability to prioritize tasks
- The ability to work alone or as part of a group
- Hours per week will be based upon internship or practicum requirements and will include weekends and holidays

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter with two professional references by email to:
Samantha Hand, Operations Manager, sam.hand@okwondertorium.org

Applicants are encouraged to contact the operations manager with any questions about the internship or application process at sam.hand@okwondertorium.org or 405-533-3333.