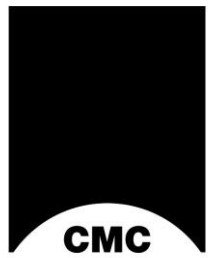


Intern Position Description



Department: Community Collaborations

Intern Title: 1940s Day Intern

Purpose: Assist the Manager of Community Collaborations as they prepare, implement and promote 1940s Day

Background: 1940s Day is a long-standing living history event that Cincinnati Museum Center (CMC) has hosted for over a decade. This event was created to celebrate Union Terminal's history in a fun and engaging manner. 1940s Day is an immersive experience where guests can experience a classic car show, big band music and swing dancing, costume contests, and a variety of vendors. For the past three years, 1940s Day has been held at Lunken Airport. This year, 1940s Day is returning to our newly restored Union Terminal. Help us transition back into our home and into our new spaces!

Location: Cincinnati Museum Center at Union Terminal, 1301 Western Avenue Cincinnati, OH 45203

Key Responsibilities:

- General office work
- Attend events, trainings or meetings as needed
- Identify potential new community partners for 1940s Day
- Be willing to dress in period clothing (1940s era clothes)
- Oversee the distribution of 1940s Day posters
- Work/communicate with community partners and with various departments within Cincinnati Museum Center and Mercury Museum Services (a subsidiary of Cincinnati Museum Center)
- Help with set up, tear down and help run 1940s Day

Requirements:

- Working towards a degree in history, communications or event planning preferred
- Previous museum, marketing or event planning is a plus
- Must have a flexible schedule (some limited early morning or weekend needs)
- Self-motivated and disciplined
- Able to work independently in a fast-paced museum environment
- Excellent public relations and verbal/written communications skills are essential
- Have a familiarity with Microsoft Word, Excel, Power Point and Publisher
- Candidate must be able to perform occasional lifting of items up to 20 pounds, must be able to set up tables and chairs, and sit or stand for long periods of time up to an hour or more
- May be asked to assist with general community engagement programs, festivals and events

Reports To: Emily Logue-Rose, Manager of Community Collaborations

Length of Appointment: 10 weeks

Time Commitment: minimum 10-15 hrs/week (hours are available 10-4 Monday-Saturday)

Benefits:

Intern Position Description

- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center
- Free parking at Cincinnati Museum Center locations
- Discounts at food locations
- Invitations to select exhibit previews, special events and lectures
- Professional development, training opportunities and work experience

Dress Code:

- Business casual
- Jeans are ok at given times

Age Requirement, if any:

Eligible candidates considering an internship are defined as individuals who meet one or more of the following criteria:

- currently enrolled as an undergraduate student
- have graduated within the past year
- are currently enrolled in graduate school