B-HIP Internship description at Berkshire Museum:
Education and Public Programming Department

The Berkshire Museum has a diverse art, history and natural science collection. Supplementing the exhibitions, the museum offers a wide array of public programs including a seasonal independent film, theatrical family and adult performances, gallery and outreach programs, and camps. The intern’s primary responsibilities are the following:

**Public Programming**: Assist in the development and presentation of the museum multiple programming series. This includes having a daily presence in the galleries and managing programming on Saturdays. The intern will also provide logistical support for the performers/ performances, introductions, and administrating patron surveys. The intern should expect to spend at least 20 hours a week developing and delivering programs.

**Summer camp assistant/co-presentor**: Assist in the day-to-day operations of the Museum summer camp program which includes assisting camp leaders with projects, working with campers of varying ages (4-11) and abilities, prepping materials for and work in a non traditional learning environment. Schedule T.D.B based on camp enrollment but intern should expect on average 10-15 hours a week of in class and prep time. The intern if they so choose and demonstrate competency in will have the opportunity to co-teach/ teach camps.

**Little cinema**: Assist in the day-to-day operations of the museum’s cinema. This includes assisting in film research/ scheduling, logistical front end and marketing support. Intern will be responsible for the maintenance and distribution of weekly film update material. This includes graphic work within Adobe CS3 (training provided) and ordering of materials from distribution companies.

**Education**: Gather research for and assist in the redesigning of the museum’s educator led programs set to launch in the fall of 2013.

**Other duties assigned as needed.**

Opportunities for study within exhibitions, development and marketing are available based on scheduling and interests of the intern only after primary responsibilities have been fulfilled.

**Hours**: 8:30-5 p.m. unless otherwise noted. Weekend and evening work will be part of this internship.