



Education Intern

Kentucky Derby Museum
Louisville, Kentucky

Kentucky Derby Museum is a 501(c)(3) non-profit charitable organization that sits on the front steps of historic Churchill Downs Racetrack. It is one of the premiere attractions in the Louisville region, celebrating the tradition, history, hospitality and pride of the world-renowned event that is the Kentucky Derby. The Museum welcomes over 240,000 visitors annually; a large percentage of those visitors come from outside of Kentucky, journeying from across the country and the world.

Position: **Education Intern**
Department: Education
Reports To: Outreach Coordinator
FLSA Status: Part-Time/Paid Internship

The primary purpose for this position is to work alongside the Curator of Education, Museum Educator/Program Coordinator and Outreach Coordinator in the daily management of the Museum's education initiatives, which works with approximately 30,000 local and statewide students each year. This position will report to the Outreach Coordinator.

Essential Duties and Responsibilities:

- Assist with all aspects of outreach visits, field trip visits and virtual outreaches.
 - Learn and deliver PK-12 educational programming and Churchill Downs tours.
 - Assist in organizational aspects and exhibition of the HAWA Art exhibit.
 - Conduct field research and professional development assigned by supervisor.
 - Complete a weekly meeting with supervisor.
 - Maintain the organization and sanitization of props in the Hermitage Farm Education suite
 - Learn Kentucky Derby and Thoroughbred Racing History and trivia
 - Learn and apply sound pedagogical methods, classroom management, and education standards.
 - Learn Museum's exhibits in order to assist guests.
- Other duties as assigned.

Internship Goals/Projects:

- Ability to lead all presentational aspects of a field trip.
- Ability to learn and deliver diverse PK-12 programming aligned with state curriculum standards.
- Create a new education program aligned with state curriculum standards.
- Develop knowledge and practices of the field relating to a museum.
- Create an online educational curriculum package.
- Hold meetings with each department director to become knowledgeable of each department and their role.
- Understand the role of professional development organizations in career development.

**Expected Behaviors:**

- Uphold our mission statement; whenever possible, engage, educate, and excite everyone about the extraordinary experience of the Kentucky Derby
- Provides excellent customer service by making a connection with customers and team members, asking questions and listening to their needs.
- Abides by the Museum dress code.

Supervisory Responsibilities:

- This position has no direct supervisory responsibilities.

Work Schedule:

- Schedule will be dependent upon intern's schedule working approximately 15 hours per week within the Museum's standard hours of operation (Monday – Friday 8:30 AM – 5 PM).

Qualifications:

- Majoring in History, Public History, Museum Studies, Education, Equine Business/Management or similar field.
- Must be enrolled as an undergraduate/graduate student of a college or university.
- Availability to work a minimum of two days a week (8:30-5:00) January-April.
- Must be proficient in Microsoft Office systems, especially Word, Excel and Outlook.
- Excellent communication, interpersonal and time-management skills.
- Ability to pass a federal and state background check.
- An enthusiasm to work with students of all ages.

Working Conditions:

- While performing the duties of this position, the employee is regularly required to stand for long periods of time, walk, and climb stairs. This individual will be required to lift packages up to 25lbs. All indoor spaces are air-conditioned, although some job duties may take place outside, or in another non-climate-controlled space.
- While performing the duties of this job, the employee is regularly exposed to a crowded work area. To perform this job successfully, an individual must be able to navigate a crowded area and handle a challenging workload.

The information contained in this job description is not exhaustive of all the duties and responsibilities of this job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. At the discretion of Museum management, duties and responsibilities may change due to reasonable accommodation or other reasons at any time.

The Kentucky Derby Museum is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, disability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.