

PRITZKER MILITARY

MUSEUM & LIBRARY

Unpaid Internship Job Description Form

POSITION TITLE	Education Intern	HOURS/ PAY	Unpaid or student internship, 12-20 hours/week. Exact schedule is based on intern availability.
DEPARTMENT	Education Department	LOCATION	Remote Position
SUPERVISOR	Adam Foreman, Education		
POSITION DESCRIPTION <ul style="list-style-type: none">Under the guidance of the Associate Director of Education, the Education Intern will lead the re-branding and development of Virtual Classrooms Connections, assist with the creation of Volume I of the Pritzker Classroom curriculum series, write and produce a student webinar, and assist the education department with additional projects as needed.			
PURPOSE OF THE PROJECT <ul style="list-style-type: none">The education intern will gain valuable experience with the hands-on production and operation of an education department in museums. This internship is responsible for creating critical infrastructure that supports programs which grows the national network of educators and students for the Pritzker Military Museum & Library.			
ASSIGNED RESPONSIBILITIES AND DUTIES <ul style="list-style-type: none">Support the Education Department in projects that include re-branding and developing Virtual Classroom Connections and the creation of Volume I of the Pritzker Classroom curriculum seriesWrite and present a student webinar on a relevant topic in military historyAssist the Associate Director of Education with additional projects as needed.			
ESSENTIAL POSITION QUALIFICATIONS <ul style="list-style-type: none">Currently enrolled in an upper-level undergraduate or graduate program, with a focus in museum studies, museum education, history, or public historyInterest in museum education and pedagogyProficiency in historic research, writing, and presentation for student audiencesComfort with Microsoft office suite (Word, PowerPoint, and Teams)Willingness to learn project management software such as Monday.com			
START DATE: Fall 2022			
Position Description Form Written By: Adam Foreman			

To apply, send resume and cover letter to khiltwein@pritzkermilitary.org.