



Internship Title: NATIONAL EDUCATION OUTREACH INTERN

About TSA: **The Smithsonian Associates** advances the Institution's mission "to increase and diffuse knowledge" through life-enriching educational and cultural experiences inspired by the Smithsonian's research and collections for DC-region students, families, and adults, and for learning communities nationwide.

Intern Duties: Assist in the design, planning, and coordination of educational programs (featuring primarily Smithsonian speakers) around the U.S. Tasks include:

- Researching topic areas and presenters
- Planning logistics
- Investigating potential clients
- Assist in office management duties, including daily operations

Professional Development Opportunities:

- Attend job resource fairs and other events for Smithsonian interns
- Develop program themes and participate in program planning meetings with Smithsonian museum and outside staff
- Manage production of teacher resource binders
- Write press releases, speaker bios and other program documents

Qualifications:

- Must be responsible, organized, creative, personable, and resourceful
- Must be able to work independently
- Must possess professional demeanor, writing ability, telephone skills and research skills
- Familiarity with computers, specifically Microsoft Word, Excel, the Internet.

Seasons: Spring (Jan – May), Summer (Jun – Aug) & Fall (Sept - Dec)

Time Commitment: 32 hours/week; 1 full semester

Schedule: days & timing flexible

Supervisors: Ann Post, Program Manager & Wally Mertes, Program Coordinator

Compensation: All TSA Internships are unpaid and housing is not provided. College credit may be granted, but must be coordinated in advance with the intern's university/college.

Location: S. Dillon Ripley Center, Smithsonian Institution, Washington, D.C.

Application Deadlines: Spring – October 1
Summer – February 1
Fall – July 1

To Apply: Complete the online application at <http://intern.si.edu/>. Click on the link for the *Smithsonian Online Academic Appointment System (SOLAA)*. Questions can be directed to the Intern Coordinator at TSAInternships@si.edu or 202.633.8641.