



Internship Title: SUMMER CAMP 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: Provide much-needed support to the Summer Camp team by assisting with all aspects of the daily running of Summer Camp, including:

- Supervision of campers and orchestration of Youth Teacher Assistant program
- Upkeep of rosters and camper paperwork, communication with camp instructors and parents
- Supply organization and procurement
- Provide other assistance as needed

Professional Development Opportunities:

- Experience in arts administration
- Creation of and execution of museum-based children's programs
- The opportunity to create Smithsonian camps for upcoming summers
- Interaction with top-caliber camp instructors
- Volunteer management experience

Qualifications:

- Background or strong interest in working with children and/or program administration
- Ability to work quickly with great attention to detail
- Familiarity with Microsoft Word, Microsoft Excel
- Strong computer and communication skills
- Professional demeanor

Season: Summer (early June – late August)

Time Commitment: 40 hours/week; 1 full summer

Schedule: Mon - Fri, 8:30am – 5:00pm during summer camp, 10:00am – 5:00pm prior to camp

Supervisors: Jamie Hollingsworth, Summer Camp Manager

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. Qualified interns may also be selected to serve as After-Camp Managers and eligible for a bi-weekly stipend. Information about the After-Camp position will be provided during the applicant's interview, if selected.

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

Application Deadlines: Summer – February 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.