



A museum of the Department of Arkansas Heritage

Education Internship

General Overview: The Education Department is seeking to increase its outreach to the community, both in bringing people into MTCC for tours and educational programming, and in bringing our curriculum to teachers, schools and organizations around the state.

I. Scope of Work:

- Assists with guiding tours, and educational outreach at MTCC, as well as off-site.
- Assists periodically with special events (exhibit openings, after-hours programs, etc.) .
- Assists in management and training of museum volunteers.
- Assists with the administrative responsibilities of the education department, including filing, organizing supplies, prepping education project materials, and reporting as required.
- Actively participates in Education Team meetings and planning sessions.
- Assists with building and updating outreach curriculum for various age groups.

II. Learning Components:

- To learn how to “story tell” as a docent/tour guide to engage and education visitors of all age levels.
- To learn how to effectively manage volunteers and build successful volunteer programs.
- To increase knowledge of African American history in Arkansas.
- To learn how to build content-rich curriculum that may be used by Arkansas K-12 teachers.

III. Required Qualifications:

- Graduate or upper level undergraduate with an interest in education, Arkansas history, or museum work.
- Background in history, art history, anthropology or related field..
- Experience teaching and/or public speaking.
- Strong organizational and communication skills.
- Possess creativity and a passion for storytelling

IV. Working Hours:

- Flexible Hours, 6-10 hours per week.
- Will take interns for any semester, including summer semesters.

V. Location of Work:

- Mosaic Templars Cultural Center
501 W. Ninth Street, Little Rock, AR 72202

VI. Intern Supervision & Evaluation:

- Christen Stanley, Education Director

VII. Application Process:

Please include the following materials with your completed DAH application:

1. A current resume.
2. A one-page cover letter.
3. Letter of recommendation from current or former professor of major subject area.
4. Name and phone number of three (3) references that can attest to your character, work ethic and career intentions.

Submit completed DAH application form and materials via email to:

Debbie Biggs, DAH Personnel Manager
debbie.biggs@arkansas.gov