



the museum that doesn't act like a museum

## Information for Internship Program

Internships at Portland Children's Museum are unpaid and highly competitive. The intern program at PCM works in most areas of the Museum and allows adults (18 and older) to gain practical work experience in the non-profit sector. Hourly commitment will vary based on the internships. Internships are usually available year-round according to demand.

**Applications for internships should include: cover letter, resume, completed Internship Application, and two professional references.** Questions about the Internship Program should be directed to the Volunteer Manager at [volunteer@portlandcm.org](mailto:volunteer@portlandcm.org) or (503) 471-9906.

### Overview of Intern Program:

#### Portland Children's Museum will provide Interns with:

- Training necessary to perform in internship role
- Recommendation upon completing minimum internship commitment
- Opportunities to give back to local community
- Free membership to Museum upon completion of 100 hours
- 10 % discount in Gift Shop

#### Interns must:

- Adhere to Museum policies and procedures
- Arrive on time and complete agreed upon shifts
- Provide friendly greetings and smiles to all visitors and offer good customer service to Museum guests.
- Always be professional. Volunteers are representatives of the Museum and must refrain from using profanity or having inappropriate conversations at the Museum.
- Notify Museum as soon as possible if unable to make agreed upon shifts
- Sign in for volunteer shifts and track time using volunteer timesheet
- Follow Appearance Guidelines
- Represent the Museum in a friendly and positive manner
- Be willing to learn and have fun!

#### Shift and schedule information:

The Museum is generally open Tuesday-Sunday from 9AM-5PM during the fall and winter and seven days a week from 9AM-5PM in the spring and summer – on Thursdays the Museum is open until 8pm. Shifts will be scheduled by the staff person to whom the intern reports. Breaks are provided during all shifts.