



## INTERN POSITION – PORTLAND CHILDREN'S MUSEUM

**Position Title:** Clay Studio Intern  
**Reports to:** *Jenny Gilmore, Clay Studio Specialist*  
**Duration:** 3 - 6 months  
**Hours:** 8 – 15 hours/week (some weekend availability requested)  
**Type:** Intern  
**Compensation:** Experience only; School credit

### **Organization Overview:**

Portland Children's Museum collaborates to create transformative learning experiences through the arts and sciences. We strive to strengthen the relationships between children, the adults who care for them, and the world around them.

### **Description:**

The Clay Studio Intern will learn about the day-to-day functions of the Clay Studio, where children and caregivers are encouraged to experiment and create with the medium of clay. The Clay Studio Intern works closely with the Clay Studio Specialist to deliver a rich and engaging Clay Studio experience for all visitors.

### **Job Responsibilities**

#### ***Studio Support***

- Support Clay Studio Specialist with the development and implementation of clay related programs and workshops for the Clay Studio
- Assist with cleaning and operation of the Clay Studio
- Interact and react positively in a high-energy environment with children and caregivers
- Clearly communicate Museum's mission, policies, and programs to the public

#### ***Kiln Room Support***

- Process recycled clay, either manually or with pug mill
- Assist with applying clear coat to glazed items
- Load and/or unload the kiln as needed

### **Qualifications**

- Interest in ceramic arts, museum education, early childhood education, or related field
- Degree or student pursuing degree in above fields a plus
- Comfortable around children, caregivers, and art materials
- Ability to work independently and as part of a team
- Excellent communication and customer service skills
- Reliable; commitment to honor intern position
- Commitment to representing Museum in professional and positive manner
- Positive attitude, enthusiastic, open to feedback

### **To apply**

If interested in being a part of Portland Children's Museum, please contact Jenny Gilmore at [jgilmore@portlandcm.org](mailto:jgilmore@portlandcm.org). To apply, email your resume along with a brief letter of interest.

**NO PHONE CALLS, PLEASE.**