



Title: Education and Program Assistant (10-20 hours per week; one semester)

Department: Education

Reports to: Manager, Public Programs, *Stop the Hate*

Salary: Unpaid

Internship Projects: Assist museum staff with diverse tasks while learning about the workings of a highly active and dynamic museum education program, including student education and public programs. Tasks can include:

Stop the Hate: Youth Speak Out (essay contest)

- Respond to teacher queries and requests for information
- Assemble educator packets for distribution/mailings
- Process essay entries; enter mailed-in essays into the online system
- Prepare instruction packets for all finalists
- Assist with planning the awards ceremony and help manage day-of logistics, including serving on staff day of event

Stop the Hate: Youth Sing Out (group songwriting contest)

- Mail/e-mail correspondence to teachers and schools
- Coordinate volunteers at performance events
- Collect and tabulate evaluations
- Visit schools to document (video, photography) RoAM in classroom

Wednesday night public programs

- Assist in set up/strike of programs
- Collect audience surveys in person

School tours

- Collect teacher and student surveys
- Meet and greet as "goodwill ambassador"

Long term

- Research similar museums for best practices
- Update Ohio State education standards
- Update teacher/principal database for STH and tours (excel and Altru)
- Duties as assigned

Qualifications& Traits:

- Organized, detail-oriented, able to multitask and keep track of multiple projects
- Experience with Microsoft Office and online database systems
- High degree of professionalism
- The ideal candidate will be pursuing an undergraduate or graduate degree or have a strong interest in one of the following or related fields: Education, Sociology and English.

ABOUT THE MALTZ MUSEUM

The Maltz Museum celebrates culture and identity to encourage connection and promote a greater appreciation of Jewish heritage and the diversity of the human experience. Personal stories of struggle, courage and creativity are brought to life through interactive exhibitions and thought-provoking programs. For more information, visit maltzmuseum.org and follow us on Twitter @maltzmuseum and @stopthehateUS.

The Maltz Museum of Jewish Heritage provides equal employment opportunity (EEO) to all applicants without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, disability, political affiliation or other legally protected status.

Send your resume to Wesley Aaron Bane, Maltz Museum of Jewish Heritage, 2929 Richmond Rd., Beachwood, Ohio, 44122, wbane@mmjh.org.



Title: Exhibitions Intern (8-16 hours/week; one semester)
Department: Exhibitions

Salary: Unpaid

Reports to: Assistant Curator

Internship Projects: The intern will work with the exhibitions staff to update the inventory of all objects on display in the museum, as well as some special exhibition planning duties. Responsibilities may include, but are not limited to:

- Creating inventories
- Cataloging
- Condition Reporting
- Data integration
- Object photography
- Researching
- Working with Western Reserve Historical Society for collection research

Qualifications & Traits:

- Organized, detail-oriented, able to multitask and keep track of multiple projects
- Experience with Microsoft Office and collection management systems desirable
- High degree of professionalism
- The ideal candidate will be pursuing an undergraduate or graduate degree in Library Science, History, Art History or Museum Studies

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Title: Marketing & Communications Intern (8-16 hours/week; one-two semesters)

Department: Marketing

Reports to: Director, Strategic Marketing & Communications

Internship Projects: *Help tell the Maltz Museum's story- one of everyday heroes who stand up and speak out against persecution. Use your skills in public relations, content marketing, digital and social media and/or journalism. Sample projects include: video-based marketing campaign, content development/graphic design, updating marketing contact lists.*

- Drafting press releases
- Researching & compiling media lists
- Tracking media coverage
- Developing social media campaigns and messages
- Tracking social media engagement
- Updating website
- Writing, programming and sending email campaigns
- Writing blogs
- Drafting collateral such as brochures, print newsletters, invitations, ads and tour itineraries
- Planning and overseeing exhibition budget
- Photography & video production

Qualifications & Traits:

- Dynamic personality
- Strong writing and communication skills
- Passion for content and social media
- Strong visual sense
- Creative and quick thinker
- Responsible, self-driven and deadline sensitive
- Experience with Microsoft Office and online database systems
- The ideal candidate will have an interest or be pursuing a degree in a field related to the following: English, Marketing, Communications, Nonprofit Management, Education, Sociology, Journalism
- Non-traditional students welcomed

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