

Heritage Education Internship, Lubbock Lake Landmark Lubbock, Texas

Job Description: Graduate Intern, Heritage Education (paid, full-time)

Accountability: The Graduate Intern reports to the Manager of Heritage Education Programs.

Description: Lubbock Lake Landmark supports a full-time position for graduate-level students and recent graduates of master's degree programs who intend to pursue careers in fields of interpretation and informal education. This program provides practical training and experience in interpretation and informal education practices at a premiere National Historic Landmark. Graduate interns participate in all aspects of public interpretation including planning, development, implementation, and evaluation.

The internship in heritage education, in addition to providing quality learning experiences for the intern, is vital to the Landmark's ability to provide a wide variety of educational services.

Education and public programming at the Landmark support the following goals:

- to create programs and an environment that provide significant learning experiences for visitors of all ages;
- to provide creative learning experiences for students that extend beyond formal classroom instruction;
- to provide opportunities for learning across a wide variety of disciplines and to accommodate diverse learning styles;
- to recognize the diversity of audiences and the importance of expanding the dialogue to include those audiences in both program development and presentation.

This full-time internship is for a period of twelve months. **Starting date is January 3, 2018.** University credit is available when applicable. Salary is \$1,800/month plus University benefits.

Responsibilities and Duties:

- Develop and teach classes and workshops throughout the year for area youth;
- Assist with planning and implementation of public programming initiatives including workshops, tours, and outreach programs;
- Research and upgrade the Landmark's traveling trunk program;
- Develop methods to evaluate public programming initiatives;
- Write articles for the Landmark's newsletter;
- Assist with visitor services including answering phones, interacting with visitors, and gift shop operations;
- Assist with other institution activities as needed.

Qualifications:

- Understanding of and familiarity with informal education and interactive teaching theory and methods;
- Excellent verbal and written communication skills;
- Strong organization and research skills;

- Ability to work simultaneously on multiple, diverse tasks, seeking help when needed;
- Self-motivation to achieve goals and complete projects individually and with groups;
- Excellent interpersonal skills, including the ability to deal effectively with people of varying levels of experience and expertise;
- Computer proficiency: Mac and PC, Office 365, knowledge of Tinkercad a plus but not required; and Filemaker Pro 11 a plus.

Physical Requirements:

This position requires a moderate level of physical activity. The employee must be physically able to:

- Sit, stand, and walk throughout the facility (including trails) for extended periods of time;
- Lift and carry a minimum of 25 pounds;
- Set up and move tables and chairs on a regular basis.

Professional Development:

Participation in professional development programs gives the intern the opportunity to learn about current issues relevant to the formal and informal education community. Additionally, it provides a venue to meet and network with teachers and other informal educators. Recommended conferences include: Texas Informal Science Educators Association (early spring), and Mountain Plains Museum Association (early fall).

Lubbock Lake Landmark, an archaeological site and natural history preserve and unit of the Museum of Texas Tech University, is dedicated to the preservation and stewardship of cultural and natural resources. Texas Tech University is an Equal Employment Opportunity organization.

Send letter of interest, resume, and contact information for three references by **November 30, 2017** via email to Heritage Education Program Manager at landmark.education@ttu.edu or Susan Rowe c/o Lubbock Lake Landmark, Box 43191, Lubbock, Texas 79409 – postmarked by **November 30, 2017**.