



## School Programs Intern Job Description

**Category:** Part Time  
**FLSA Status:** Non-exempt  
**Pay Type:** Hourly  
**Pay Range:** \$10.00/hour  
**Schedule:** 10 hours/week

### Description:

The School Programs Intern works with the Director of Education & Partnerships in the creation of lesson plans and supporting materials for use by school-aged children and teachers in a variety of programs. These tasks can be done remotely or in person, with scheduled weekly check-ins.

**Essential Duties and Responsibilities** include but are not limited to:

- Create and update curriculum standards-based lesson plans for Castle in the Clouds field trips, Castle in the Classroom, and Virtual programming
- Develop relevant worksheets and workbooks for use by Castle staff during school programming
- Build an educator database for use in school programming marketing efforts
- Other duties as assigned by the Director of Education & Partnerships.

### Qualifications:

- Good communication skills, both oral and written
- Ability to both follow instruction and work independently
- Computer and Internet literacy, including Microsoft Office programs

### Preferred Education/Experience:

- Enrolled in or recent graduate of an accredited undergraduate program, pursuing a career in education, museum education, or a related field.
- Working knowledge and understanding of the New Hampshire State Educational Standards

### Outcomes:

- Gain real-world experience in the museum and education fields
- Work closely with a mentor
- Letter of recommendation given upon completion of internship
- Guaranteed interview at Castle in the Clouds for new position (seasonal or year-round)

**Training Requirements:** Meet and work closely with the Director of Education & Partnerships

### To Apply:

Interested applicants should submit a resume and cover letter via email or standard mail to:

[debbi@castleinthecLOUDS.org](mailto:debbi@castleinthecLOUDS.org)

or

Attn: Director of Education & Partnerships  
PO Box 687  
Moultonborough, NH 03254