**Diversity, Equity, and Inclusion Education and Evaluation Intern**

**Department:** Education and Interpretation  
**Reports to:** School and Education Partnerships and Programs Supervisor  
**Paid/Unpaid:** Paid (monthly stipend)  
**Term:** Summer

**Summary**

The DEI Education and Evaluation internship will provide one student with a full-time opportunity to take on real-life evaluation and education assignments. Their focus will be on DEI evaluation and documentation with an emphasis on Museum-wide projects. The student will work within the Museum’s Education and Interpretation department and in collaboration with the Diversity, Equity, and Inclusion Matrix Team for the 3-month program, with a flexible schedule to enable coursework as necessary. The intern will be encouraged to take initiative, speak their mind and ask questions, and approach this work with a learning mind-set.

**Responsibilities**

- The intern will research, compile data, and collaborate with Museum Staff to conduct an equity audit.
- Collect census data and benchmarking information from other non-profits in the community, as well as national museum organizations.
- Document DEI initiatives already taking place, identify possible areas of growth, and capture possible obstacles for DEI work at the Museum.
- Compile and evaluate data to be collected from all-staff surveys.
- Collaborate with members of the department to deliver a report and presentation to all-staff with findings.
- Conduct interview with guests at the Museum to track the success of exhibitions.
- Support and amplify the Museum’s commitment to diversity, equity, inclusion, and access.
- Work with education staff to further connections with local communities.
- Actively participates in Education and Interpretation team meetings, DEI Matrix team meetings and other Museum teams, as needed.

**Learning/Training Opportunities**

- Learn about our organizational communication and culture by attending One for All (all-staff), department, and team meetings.
- Improve career readiness through participation in learning opportunities provided by the Museum.
- Attend DEI team and Education & Interpretation Department meetings.
• Access to DEI sponsored trainings through our online learning management portal.
• Learn about interpretive writing with Education and Interpretation staff.
• Gain interview skills through one-on-one and group discussions about DEI and Interpretation.
• Attend teacher professional development programs and other workshops to learn how cultural organizations work and learn with their communities.
• Attend meetings with regional DEIA leaders and learn from their work within the local community

**Qualifications**

• Respect and exemplify the values of the Corning Museum of Glass in all interactions with colleagues, staff, volunteers and the public.
• Ability to represent the Museum in a professional manner.
• Adhere to all prescribed organizational and departmental policies and procedures.
• Ability to work in interdisciplinary teams.
• Ability to work with people from a variety of cultures
• Ability to maintain an appropriate voice for diverse audiences and exercise proper situational protocol
• Proficiency with Microsoft Office Suite products, MS Teams and SharePoint or commitment to learn.
• Excellent writing skills and/or ability to work with others to edit work.
• Excellent presentation skills and ability to speak in front of diverse groups.
• Excellent planning, project management and organizational skills; ability to manage multiple, logistically complex activities simultaneously

**Additional Benefits**

• **$1,800 monthly stipend to assist with living expenses**
• 25% Discount in The Corning Museum of Glass Shops and shops.cmsg.org.
• 25% Discount in The Corning Museum of Glass Café when on site
• Free admission to the museum for you and your guests

**Application Instructions**

Submit the following items to interns@cmsg.org by March 1:

• Current CV/resume
• Cover letter explaining your interest in the position and how it aligns with your career goals.
• How has your experience prepared you to support CMoG’s equity statements?