

Nature All Around Us Project Fellow

Classification:	Temporary, Part-Time
Compensation:	Stipend of \$1,800, awarded at the completion of the internship.
Other Information:	The duration of this internship will be for the 2025 summer semester, May 19th-August 22nd, 2025 (14 weeks). The schedule will be 10-15 hours per week and may vary based on project needs. Must attend General Orientation on May 9th, 2025.

Fort Collins Museum of Discovery (FCMoD), is a unique public/private partnership that engages visitors in an innovative learning environment. As Northern Colorado's only AAM accredited museum (American Alliance of Museums), and only ASTC-affiliated museum (Association of Science-TechnologyCenters), FCMoD occupies a pivotal space in the cultural and educational life of our region and creates extraordinary opportunities for visitors to engage with experiences that explore the interplay of science and culture in ways that are deeply relevant to our community, our geography, and our shared history.

FCMoD promotes a team environment where curiosity, not certainty, informs our work. The Museum Coordinator, Engagement will utilize this mindset to successfully cultivate relationships, foster collaboration, and support a culture of trust with colleagues, partners, and stakeholders. The Museum Coordinator, Engagement provides leadership and support for FCMoD's visitor engagement, spanning from individuals to families of all structures, to community partner organizations. Visitor engagement is supported through on-site experiences focused on in-gallery engagement, youth centered initiatives such as our youth advisory board (the MoD Squad), and in-community endeavors.

Description of the Fellowship:

During summer of 2025, FCMoD is hosting special exhibition, Nature All Around Us (NAAU), created by the Natural History Museum of Utah and modified for travel by the Science Museum of Minnesota. We often think of nature as a place untouched by humans--high on a rugged mountain or deep in a remote canyon. But nature is thriving right under our noses in cities and towns. We depend on interconnected natural systems to make our communities livable. Filled with immersive environments and hands-on interactives, NAAU challenges the notion that urban and natural environments are separate or at odds by showing the many ways they are inextricable linked; and encouraging further curiosity about planning, designing, and nurturing nature in our own communities.

NAAU offers an optional community photo contest, and FCMoD is electing to participate in this portion of the exhibit. The NAAU Project Fellow will be a leading team member on this project, which will include (but not limited to) communicating with community partners/members, receiving and organizing photo contest submissions, and design/installation of photo displays.

The NAAU Project Fellow will serve as an integral support of the museum in executing deliverables related to workshops, events, programming, etc. The Fellow has the unique opportunity to collaborate with different areas of the museum, such as exhibits, community engagement, educational programming, events planning/hosting, documentation and communication, etc. Fellow is expected to reflect on their experience in a report at the end of the Fellowship.

Skills Learned:

- Ability to create and foster relationships with community partners and organizations.
- Project-based budget keeping and records management.
- Collaboration with a team of museum staff, volunteers, community partners, and community members.
- Educational program execution for a variety of age levels/backgrounds.
- Execution of several types of event planning and support including event preparation, event set-up tear down, and supply ordering/purchasing.
- Management of volunteers.
- Evaluation of documentation of project processes and program effectiveness.
- Developing knowledge of cultural awareness and belonging, science communication, museum exhibit management, etc.

Desired Skills:

- Eagerness to learn, strong learning orientation.
- Is responsible and dependable.
- Has a friendly and approachable demeanor; experience in customer service a plus.
- Ability to develop and facilitate programs and events for a wide variety of audiences.
- Experience in community-based work.
- Ability to clearly communicate, both verbal and written, in English language. Additional Spanish language preferred but not required.
- Proficiency in coordinating schedules and itineraries.
- Demonstrated organizational skills, with high attention to detail.
- Proficiency with Microsoft Office 365 Suite, Microsoft Teams.

Qualifications:

- Must pass a basic background check and be at least 18 years old.
- Must have reliable transportation to and from the Museum, as well as other program locations in Fort Collins.
- Must be proficient in English language (additional Spanish language preferred but not required).
- Completed at least two semesters in higher education in a related field such as museum studies, education, art, art history, ethnic studies, ecosystem sciences, conservation sciences, natural resource management, etc., or equivalent experience.
- Fellow may be occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl; lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. FCMoD adheres to requirements set forth by the Americans with Disability Act.

We recognize that a successful candidate will meet many of the requirements in this internship description but may only meet some of the qualifications. We encourage applicants to apply if much of this job description describes them. As part of our commitment to a diverse, equitable, and inclusive workplace, we invest in building teams with various backgrounds, identities, and experiences.

Physical Demands:

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. While performing the duties of this job, the intern is regularly required to sit and talk or hear. The intern frequently is required to stand, walk, and use hands to handle, feel or motion. The intern is occasionally required to reach with hands and arms and stoop, kneel crouch or crawl. The intern must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. FCMoD adheres to requirements set forth by the Americans with Disabilities Act.

Certificates, Licenses, and Registrations:

Driver's license or ID card issued by a State or territory of the United States is required.

Compensation and Benefits

- Classification: Temporary, part-time
- Compensation will be a stipend of \$1,800
- This internship is not eligible for benefits

Application Process:

Interested applicants can apply by filling out the Nature All Around Us Project Fellow application at fcmod.org/jobs. Applicants should be prepared to upload a digital letter of interest and provide one reference. If there is a need, materials can be submitted to Jessica Garfio, Volunteer and Internship Coordinator at jgarfio@fcmod.org. Applications will be reviewed, and selected candidates will be interviewed. Hiring is conditional upon a successful background check.

FOR OFFICE USE UPON HIRE

I have reviewed and understand the essential functions of this internship and am able to perform each function with / without (circle one) accommodation.

Signature

Date



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