

JOB DESCRIPTION

POSITION: Public Programs Intern
REPORTS TO: Public Programs Manager
LOCATION: Aboard the USS Hornet Museum, Pier 3, Alameda, CA

Aircraft Carrier Hornet Foundation preserves and honors the legacy of the USS Hornet, a national historic landmark, and its role in naval aviation, the defense of our country, the Apollo Program and exploration of space. The USS Hornet Museum connects the greatest generation of Americans with future generations, educating and inspiring them to meet their challenges. As a modern marvel of technology for its era, the Hornet provides the ideal platform for public education in the areas of science, technology, engineering, and mathematics (STEM), aviation, space exploration, naval history and topics of general historic interest. Hornet is the most authentically restored aircraft carrier museum in the United States, offering an exceptional venue for unique education, event, and entertainment experiences. Goals for the museum include:

- Chronicle the achievements and sacrifices of those who defended our nation and protected its interests through their naval service.
- Provide a tactile educational experience to visitors of all ages, involving the technological, physical, and social sciences.
- Preserve the drama, excitement, and technology of America's rich naval and space heritage.
- Provide a premier, family-oriented attraction to SF Bay Area residents and visitors from across the nation and around the world.
- Enhance the San Francisco Bay Area's image as a national and international visitor destination.

DUTIES AND RESPONSIBILITIES:

The Public Programs Intern assists in the administrative duties of the Museum's Public Programs and learns the essential duties of coordinating the logistics of programs such as the overnight Live-Aboard program, children's birthday parties, etc. Under the guidance of the Public Programs Manager, specific learning opportunities include:

- Scheduling, booking, and arranging of overnight Live-Aboards, Birthday Parties, Merit Badge, and hybrid programs
- Execution and coordination of Live-Aboard program administrative tasks:
 - Paperwork and filing
 - Basic financial invoicing, tracking, and reconciliation
 - Composing "Thank you" letters in response to programs
- Assembly of staff packets, guest welcome packets, post-event patch and certificate packages, and post-event follow ups with guests
- Replying to Live-Aboard inquiries by phone and email in a professional and polite manner
- Maintaining client files using Blackbaud's Altru software
- Learn tour rotations and assist in program tours as needed
- Learn other duties as opportunities arise

QUALIFICATIONS:

- College student in relevant field preferred
- Interest in educational programs preferred
- Must have a high level of organization and attention to detail
- Development of communication skills: listening, verbal, and written
- Ability to problem-solve; high degree of flexibility and adaptability
- Must have an open, positive attitude and enjoy working in a highly collaborative, team-oriented environment.
- Basic computer skills (MS Office; Word, Excel, PowerPoint, Google Drive, Dropbox) and ability to learn new programs when needed.
- Adherence to the Hornet's strategic goals and core values a must.
- Must be able to deal effectively, politely, and interact productively with visitors and colleagues alike

WORKING ENVIRONMENT:

Must have comfort level in a museum environment, aboard an historic WWII era aircraft carrier, specifically the physical environment of a steel ship with ladders, tight passageways, and many areas exposed to the natural elements.

The internship will operate out of the Alameda location, onboard the ship. This position may require occasional local travel and will include evenings and weekend hours as needed to oversee public programs.

COMPENSATION:

Offered is three-month long, unpaid internship with the option to extend at the completion of the term as agreed by both parties. Interns will also be given priority in hiring for paid opportunities as they arise. The USS Hornet Museum is an equal opportunity employer.

Contact:

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