

THE HENRY FORD – SIMMONS INTERNSHIP

POSITION MANAGEMENT GUIDE

TITLE: Education Product Development Intern
TEAM: Education
BUS/SUPPORT: Museums and Collections
DATE: December 17, 2009

SUMMARY OF PURPOSE

Responsible for conceptualizing, researching and developing new product prototype for higher education and corporate sectors that utilizes the resources of the OnInnovation website.

ESSENTIAL FUNCTIONS

1. Works under the supervision of the Director of Education and in collaboration with internal and external partners to research and develop new resources and tools for the corporate and higher education audiences using the OnInnovation oral history interviews and supplemental materials. These product may include but are not limited to instructional models such as webinars, workshops and facilitated experiences that will be developed to meet the needs of higher education and corporate audiences.
2. Collaborates with staff in the diversification and extension of The Henry Ford's educational outreach beyond the K-12 audience to higher education and corporate ones.
3. Pursues and optimizes partnerships with several higher education and corporate partners (across the nation) with whom some of the products can be co-developed.
4. Collaborates with appropriate teams and venues in advocating effective teaching/presentation and learning strategies for all higher education and corporate audiences.
5. Works with Marketing in cultivating these targeted education audiences through marketing and relationship-building efforts.

MINIMUM REQUIREMENTS

Position requires a 4-year degree in History, Science, Technology, Business Management, Education or Museum Studies (museum or related experience preferred); proven knowledge and skill in developing educational experiences. Enrollment in a graduate program in Education, Instructional Technology, Business Management, or American Studies is required. Candidates should have content knowledge about the history of American innovation, invention and entrepreneurship as well as proficiency in the development and delivery of online instructional technologies and formats. Experience in writing and/or teaching an adult audience using a variety of primary and secondary sources that encourage innovative thinking, problem solving and creative skills desired. Experience working with higher education or business sector a plus.

SPECIAL SKILLS

Should be proficient with computer programs especially MS programs (Excel, Word, Power Point). Strong oral and written communication skills, especially with and for corporate and higher education audiences; ability to function independently and to work as a member of a team; good interpersonal, organizational and problem-solving skills; strong and varied program development skills. Ability to develop creative work in a variety of media and to coordinate and lead professional development for adult audiences.

PHYSICAL/MENTAL/ENVIRONMENTAL

Physical: Sitting: 70%
 Standing: 30%

Mental: Creative thinking; problem solving, strategic planning

Environment: Museum; Village; Office; Outdoors.