

Oxbow Meadows

Education and Exhibit Design Internship

Internship Summary: Oxbow Meadows accepts internship applications from undergraduate and graduate Columbus State University students, seeking to gain hand-on experience working with animals, participating in conservation projects, experience working at a nonprofit, and participating in outreach and education. Internships are open to any major. As an intern, you will get the opportunity to participate in many aspects of Oxbow Meadows and we hope to offer you a rewarding and productive experience.

Internship Timeframe:

- Fall semester September-November (11 total weeks)
- Spring semester February-April (11 total weeks)
- Summer, mid-May-July (11 total weeks)

General Requirements:

- Must have own transportation to and from Oxbow.
- Motivated and willing to take initiative and at times work independently.
- Good communication and follow-up skills.
- Willingness to work with children and people of all ages and backgrounds.
- Willingness to work in an outdoor setting.
- Must be available Tuesday-Saturday 8:30-4:30 (we do not have evening internship opportunities). All interns must commit to at least 4 hours on Saturdays, and the rest will be scheduled during weekdays.
- Minimum of 8 hours a week and a maximum of 19 hours a week.
 - To gain additional hours of animal care, you must sign up for more than 8 hours a week.

Required Qualifications:

- Enrollment in Columbus State University, any major
- Background check

Duties and Responsibilities:

- During the first 1-3 weeks you will
 - Shadow an educator teaching field trips, public programs, summer camps, or other programs.
 - Propose an interactive, temporary exhibit project.
- During weeks 4-6, you will:
 - Assist with a portion of a field trip or program, such as the hike or guided tour.
 - Lead a portion of the animal presentation during a field trip or at a weekend program.
 - Work on exhibit design project.
- During weeks 7-11, you will:
 - Lead a weekend program, or multiple programs, continue assisting with animal care, and assist with any other education and outreach programs.
 - Finalize exhibit design project and present.
- Additional responsibilities may include:
 - Assisting with simple administrative tasks at the front desk or other small center projects.
 - Attending an outreach event or leading an activity at one of Oxbow's large community events.

Physical Demands: Typical activities associated with this work setting include ability to lift up to 10 pounds, walking 1-2 miles, ability to move and hold various objects including live animals, frequent sitting, standing, walking, bending, stooping, kneeling, reaching, and repetitive fine motor skills.

Oxbow Meadows reserves the right to terminate this internship at any time, including the failure of the student to meet required expectations.

Start date and schedule are determined on an individual basis.