



Position Title: Neighborhood North Museum of Play Summer 2026 Internship

Location: 716 14th Street, Beaver Falls, PA 15010

Number of Employees: 7-10 employees

Industry: Children's Museum

Salary: \$ 1,500-1,800/summer

In-person/ Hybrid considered

Reports To:

Executive Director

Position Summary:

Neighborhood North Museum of Play seeks a Heinz College Master of Arts Management (MAM) graduate student intern to support the organization's work in arts and cultural nonprofit management, organizational operations, and equitable access to cultural learning. This internship provides a structured, supervised professional learning experience in which the student applies arts management coursework to leadership and management challenges within a community-based children's museum committed to expanding access to creative and educational opportunities.

Under the supervision of the Executive Director, the intern will contribute to organizational planning and management projects that support the sustainability and impact of a cultural institution centered on play, creativity, and educational equity, while also supporting select program initiatives, including a summer youth development experience delivered in collaboration with community partners such as Trails Ministries. The role emphasizes culturally responsive leadership, organizational stewardship, and community-rooted cultural practice.

This position aligns directly with MAM competencies in arts leadership, cultural strategy, project management, nonprofit governance, and access-oriented management.

Primary Responsibilities:

- Supporting arts and cultural nonprofit management functions, including organizational planning, documentation, and internal systems that advance equitable access
- Assisting with strategic projects that strengthen the sustainability, effectiveness, and community impact of a cultural organization serving under-resourced communities
- Supporting preparation of management reports, funder materials, and narrative documents that communicate mission, values, and community impact
- Providing limited coordination support for a summer youth development program grounded in creative, play-based learning and cultural inclusion, delivered with Trails Ministries
- Supporting project management functions, including task coordination, timelines, and progress reporting
- Participating in staff meetings and contributing to organizational reflection, learning, and continuous improvement

Professional Learning Objectives:

As part of this internship, the student will:

- Apply MAM coursework in arts management, leadership, and strategy within a children's museum and cultural nonprofit focused on equity and access
- Gain hands-on experience working directly with executive leadership in a small, community-rooted cultural organization
- Develop practical skills in project management, organizational planning, and arts-based nonprofit operations
- Build professional competencies relevant to careers in arts administration, museum leadership, cultural nonprofits, and creative community organizations committed to expanding access

Work authorization/Citizenship: US Citizenship is preferred, although not required. We do accept [OPT](#) or [CPT](#).

Application Process: Interested candidates should submit a resume and cover letter to christine@neighborhoodnorth.com.

Application Deadline: March 31, 2026

Duration: TEMPORARY

Contact: Christine Kroger, Executive Director

About Neighborhood North Museum of Play:

Neighborhood North Museum of Play is a community-based children's museum committed to co-creating a world where children and families have a voice in shaping their lives and neighborhoods. Founded in 2018, the organization advances educational equity through arts-integrated, play-based learning experiences that nurture curiosity, belonging, and confidence. After operating as a Museum Without Walls and launching Learning Pods during the COVID-19 pandemic, Neighborhood North opened its physical museum in 2021 and now serves families across 220 zip codes in Western Pennsylvania, Ohio, and West Virginia. The organization is currently preparing for its next phase of growth, including the renovation of the historic News Tribune Building as its future permanent home. For more information, please visit www.neighborhoodnorth.org.