

**Position:** Accessibility Programs Intern, Education Department

**Employment Status:** Part Time, Hourly, \$12.75 per hour, approx. 2 days per week, February to December 31, 2026

### **Job Summary:**

The Houston Museum of Natural Science is committed to creating an accessible and welcoming educational environment for all visitors, to providing the resources and programs which allow visitors to experience HMNS in an accessible way, and to enhancing all visitors' delight in natural science and related subjects.

The Accessibility Programs Intern is responsible for supporting the Accessibility Programs Manager with current accessibility programs and resources, assisting with research for future programs and resources, and developing and scheduling staff training. The Accessibility Intern is responsible for supporting the Accessibility Programs Manager in connecting with the disability community and eliciting feedback about museum accessibility initiatives.

The Accessibility Programs Intern is the event coordinator for programs held at the museum, such as Sensory Friendly Events and Touch Tours. This position supports other museum events with specific accessibility needs as needed, such as member events. The Intern provides training to museum staff to prepare for accessibility needs of visitors.

The Accessibility Programs Intern represents the museum and our accessibility programs at a variety of offsite community and school events, such as parent resource nights, local festivals, expos and conventions.

In interacting with the public, the Intern should be prepared to answer a wide range of questions about the museum and our accessibility programs. Training for this position includes delivering outstanding customer service to guests and use of effective communication skills with patrons and staff in other departments.

This position reports to the Accessibility Programs Manager and works with staff in various departments. The schedule is expected to be approximately two days per week depending on scheduled programming.

### **Essential Job Duties and Responsibilities:**

- Interact and work with guests of various ages and needs, including children
- Support the Accessibility Programs Manager with existing accessibility programs, trainings and resources
- Participate in research for future programming, trainings and resources
- Coordinate interdepartmental communication and trainings
- Develop relationships with the disability community
- Facilitate feedback to improve the museum's accessibility offerings
- Other duties as assigned
- Arrive to work on time
- Must comply with the museum's health and safety protocols

**Skills and Experience:**

- Excellent written and oral communication skills
- Ability to learn quickly
- Commitment to providing stellar customer service, for both internal and external customers
- Enjoys problem-solving
- Solid organizational skills
- Familiarity with Microsoft Word, Excel, PowerPoint and Outlook
- Fluent in speaking Spanish
- Background in or experience in Special Education or working with individuals with disabilities

**Qualifications:**

- Must be enrolled in college through December 2026
- Preference given to college juniors, seniors or recent graduates with a specialization in Museum Studies and/or experience working with individuals with disabilities
- Schedule is expected to be approximately two days per week depending on scheduled programming

**Working Conditions and Physical Demands:**

- Available to occasionally work evening and weekend events
- Able to be in both stationary and circulating positions for long periods of time
- Able to operate a desktop computer and other office equipment

**Perks of Working at HMNS Include:**

- Free individual-level HMNS membership
- Free access to museum exhibits, butterfly center, planetarium, giant-screen theatre and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking

**Application Instructions:**

Send resumes to [jobs@hmns.org](mailto:jobs@hmns.org) by February 28, 2026.

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.

**Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030**

2/2/2025