

Responsible To: Adult Programs Manager

Task Description: The Adult Programs Department at the Science Center is seeking applicants interested in both informal and formal education to assist in the coordination, development and implementation of our adult programs.

Responsibilities:

- Project responsibilities vary each year based on intern's skills and interests as well as nonprofit needs.
- Develop theme concept and identify strategic partnerships for Science After Hours: 21+ Nights.
- Expand network of venues, scientists, and presenters for the Two Scientists Walk Into A Bar™ and Café Sci programs.
- Develop and implement new STEM focused programming targeted to an adult audience.

Skills Required:

- Creative skills to transform educational material into entertaining, interactive programs, (including developing small props, activities, and games)
- Passionate about learning and service to diverse communities
- Organizational skills required to research and reproduce selected programs/projects
- Completed a minimum of one upper level undergraduate course in their career field
- Exceptional written and verbal communication skills
- Proficiency with Microsoft Office
- Ability to work independently with minimum supervision
- Photography and video skills a plus

Skills to be Learned:

- Learn how to lead museum programming and interact with a wide variety of audiences
- Learn and implement best practices of informal education methodologies
- Collaborate with local organizations, community stakeholders and staff
- Cultivate resources for a non-profit organization
- Participants may arrange for academic credit for the internship through their college or university. To do so, they will need to fulfill the number of hours in the Museum required for credit at their home institutions and any additional requirements to qualify for that credit.

Time Frame:

- 120 hours minimum during the semester
- To fulfill internship program requirements, we encourage candidates to submit their application and, if accepted, to begin their seasonal placements within 3-4 weeks following the application deadline.
- Internships are 3-6 months with flexible end dates and extensions available for exceptional candidates.
- The ideal candidate offers 3 days a week for approximately 24 hours a week.
- Arrangement can be made to allow for some work to be done from home.

Clearances

- Upon acceptance into the program, all interns are required to provide and pay for background checks and clearances. Act 33 and 34 Clearances are free for interns.
- Interns who have lived in Pennsylvania for at least 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34).
- Interns who have lived in PA for less than 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34) plus an FBI Fingerprint Clearance (Act 114).

To Apply: Send a letter of intent, resume, a letter of reference from either an academic advisor or professor, to:

Internship Program
Carnegie Science Center
One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org