

**Responsible To:** Theaters Coordinator and/or Point Person(s)

**Task Description:** The BodyStage, located on the third floor, is one of three science demonstration theaters at Carnegie Science Center. The BodyStage provides a unique opportunity to explore the ins and outs of the human body; from the food we eat to cutting edge technologies doctors use to protect it. Interns will participate in all the behind the scenes facets of the BodyStage, but assisting staff with smooth and safe delivery of programming is the priority. Interns will also be expected to complete a project to benefit the BodyStage.

**Part One: Assistant to the Theater** (during show time hours)

Responsibilities:

- Greet and seat visitors in a friendly manner
- Interact with visitors in a manner appropriate to the theater atmosphere.
- Gain familiarity with all behind the scenes BodyStage components
- Assisting staff with the smooth and safe delivery of programming
- Answer basic questions about the Carnegie Science Center and the BodyStage
- Assist staff with prep and cleanup for each scheduled show which includes working with and serving food, wiping counters, mopping floors and doing dishes.
- Direct questions to other staff when needed
- Operate basic equipment that includes but not limited to gas stoves, oven, electric mixer, microwave, knives and chemicals.
- Assist with making announcements
- Assist with informal presenting of various cart demos
- Responsible for all materials in Volunteer manual and Demonstration Theaters Team manual: (ex. Safety and call off procedures, visitor interaction protocols.)

**Part Two: Demonstrations**

Responsibilities:

- Create and research cart demonstrations involving the human body, biology, or nutrition
- Care and maintain of props and equipment
- Assist with training
- Keep up to date with current “in the News” hot topics

**Part Three: Project** (On going)

Responsibilities:

- Create a project to benefit the BodyStage focusing on Anatomy or Biology
- Project may be a new demo, a new exhibit component, re-scripting an existing show, or a research project for potential special programming

**Minimum Requirements:**

- Major in Biology, Education, Pre-Med, or similar track of interest
- Ability to work with chemicals and food products -no major sensitivities.
- At least 18 years of age
- GPA of 2.0 or above

**Skills Required:**

- Comfortable working with food and common kitchen cleaners such as dish soap, bleach, and floor cleaner.
- Ability to interact with visitors and other staff
- Ability to work independently
- Sensitivity towards visitors of all ages and backgrounds
- Willingness to learn and communicate scientific information
- Reliable, punctual, and dependable
- Genuine personal interest in science and education

**Parameters:**

- Interns will not be responsible for administering first aid.
- Interns will only work with technical booth equipment, chemicals and electrical devices to the extent that permission has been given by the Theater Coordinator or Point Person(s).

**Training Methods:**

- Interns will train with the designated area's Coordinator and/or other BodyStage staff
- Interns will observe performances and operations of the theater.
- Interns will shadow performances and operations of the theater once familiar with programs.
- Interns will be given scripts, science content background reading, policies and procedures.
- Trainings are on-going and structured dependent on the needs of the Intern.
- Interns will be evaluated ongoing and upon completion of internship.

**Time Frame:**

- Minimum 120 hours per semester
- Minimum of 10 hours per week
- Regular weekly commitment required
- Call off procedures & Request off procedures will be given upon first day.

**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