

**Responsible To:** Fab Lab Managers

**Task Description:** The Fab Lab Mentors in the Making intern will work with the Fab Lab Technical and Education Manager and Fab Lab Community Programs Coordinator at the BNY Mellon Fab Lab at Carnegie Science Center. The intern will assist in running Mentors in the Making, a program that provides a pathway for mentoring relationships to grow through the shared experience of co-learning digital fabrication technologies and making things. In this program, high school students are matched 1:1 with a STEM professional, and through this relationship, are introduced to careers, encouraged to learn new skills, and practice STEM competencies. Using the engineering design process, the student and mentor work toward prototyping a capstone project that solves a challenge in the community. The program runs from November to April.

**Responsibilities:**

- Interacting with the public.
- Operation of Fab Lab machinery: 3D printers, laser cutters, CNC mills, vinyl cutters, and electronics equipment.
- Assist with developing and teaching workshops.

**Skills Required:**

- Able to follow explicit directions.
- Ability to communicate step-by-step instructions in an engaging manner.
- Reliable, punctual, and detail oriented.
- Able to prioritize and multi-task.
- Willingness to learn new information and tasks associated with it.
- Sense of humor, fun, enthusiastic, and energetic.
- Comfortable with using and explaining technology including computer programs.
- Genuine personal interest in the maker movement and education.

**Skills to be Learned:**

- Learn how to communicate scientific and technical information to a variety of age groups.
- Curriculum and program development.
- Proficiency with Fab Lab equipment and learn how a Fab Lab operates.

**Parameters:** Intern will not administer first aid.

**Training Methods:**

- Intern will attend training sessions as required.
- On the job training in interactive demonstrations, and customer service.
- Job shadowing.
- Weekly meetings with Coordinator.

**Time Frame:**

- 120 hours minimum during the school year.

**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