

Responsible To: Adult Program Manager and/or Program Development Coordinator

Task Description: Multimedia intern candidates may be involved in video and audio capturing and processing for various informal science education programs including but not limited to SkyWatch, Café Sci, 21+ Night, Two Scientists Walk into a Bar, SNaQ (podcast), planetarium programming, possible off-site events and more. This intern must be adaptable, professional and dependable. *Media produced by any Carnegie Science Center intern is the sole property of Carnegie Science Center.*

Skills Required:

- Experience with audio, photo and video editing software (such as Adobe Creative Suite)
- Moderate level of audio/video capture experience
- Familiarity with the internet and social media in general (Facebook, Twitter, Instagram, and more)
- Proficiency with Microsoft Office

Skills to be Learned:

- Video, photo and/or audio production
- Interdepartmental communication skills
- Coordination of multiple tasks simultaneously

Time Frame:

- 120 hours minimum during the semester
- Evening and weekend availability is required.
- Deadlines for applications are as follows
 - Spring Interns: January 1
 - Summer Interns: April 1
 - Fall Interns: September 1
 - Exceptions may be made to accommodate school schedules for exceptional candidates

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, and 2-3 samples of video, audio, and/or photography projects to:

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

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org