

**Responsible To:** XPLOR Store Supervisor

**Task Description:** Assist day-to-day operations through various roles and create product demonstrations highlighting the product's science background. The XPLOR store proceeds directly support the mission of the Carnegie Science Center and the store itself is part of the interactive, educational experience of the visitors.

**Responsibilities:**

- The intern will assume all of the retail duties required of a sales associate. Duties include assisting with sales, ticketing and stocking merchandise, and assisting customers. The intern will also select products to demonstrate in the store, lobby, and outdoors area and develop a demonstration explaining the science behind the product.

**Skills Required:**

- Should be able to lift at least 15 pounds
- Great customer service skills
- Must be friendly and outgoing
- Must like children
- Able to work with a variety of people with different backgrounds
- Able to work in a fast-paced setting
- Able to work independently
- Willingness to learn new information

**Skills to be Learned:**

- This internship offers the candidate the opportunity to explore all facets of the retail business
- Determine how and when to place orders
- How to make best use of the sales floor
- Inventory control procedures, including shipping and receiving
- Advance merchandising skills
- The mechanics of opening and closing procedures
- Marketing and sales techniques
- How to determine product viability

**Parameters:**

- Interns will not be responsible for administering first aid
- Intern will attend training sessions and meetings as required

**Training Methods:**

- Shadowing supervisors and other staff and on-the-job training
- One-on-one guidance to develop demonstrations
- Independent reading/research of science topics for demonstrations

**Time Frame:**

- 120 hours minimum during the semester

**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), Criminal Record Check Clearance (Act 34) plus an FBI Fingerprint Clearance (Act 114).

**To Apply:** Send letter of intent, resume, and 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