

Responsible To: Volunteer and Internship Program Manager

Task Description: The intern's main projects encompass event planning for our annual Volunteer Appreciation Dinner. The intern will also assist with daily activities in the Volunteer Department as well as with other projects.

Responsibilities:

- Assist in planning the annual Volunteer Appreciation Dinner. This includes:
 - Creating a theme and event design while working within the set budget for the event
 - Soliciting and tracking in-kind donations and corresponding with donors
 - Creating invitations and programs
 - Other event planning tasks as assigned
- Create content for quarterly newsletter. Will include interviewing staff, volunteers, and interns, taking photos, drafting the newsletter, etc.
- Updating online listings for volunteer and internship opportunities
- Assist with day-to-day operations. May include assisting with orientations, making orientation packets, making award certificates, and recognizing volunteer achievements.

Skills Required:

- High level of organizational skills and detail oriented mindset
- Excellent customer service skills
- Excellent verbal and written communication skills
- Able to work independently as well as with a team
- Proficiency with Microsoft Office and Excel
- Ability to work in an open office environment

Skills to be learned:

- Project management for special events
- Experience engaging and managing volunteers
- General knowledge of museum organizational structures

Parameters:

- Intern will not have to directly supervise volunteers

Training Methods:

- On the job training

Time Frame:

- Minimum 120 hours

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 Pennsylvania 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