

Responsible To: Fab Lab Technical & Education Manager

Task Description: The Fab Lab Education & Technical Intern will work with the Fab Lab Technical and Education Manager at the Science Center. The intern will assist Fab Lab staff in teaching patrons during workshops and open lab time. The intern will also demonstrate the equipment for tours and open houses. The intern will assist the Fab Lab staff in developing curriculum and demonstrations for children, adults, and family programming.

Responsibilities:

- Researching and developing project (to be determined by intern and supervisor).
- 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.
- Ability to do independent research.
- 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.
- Intern will not be responsible for conducting classes as sole/lead instructor.

Training Methods:

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

Time Frame:

- 120 hours minimum during the semester.
- Evening/weekend availability a plus (but not required) for certain workshops/events.

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:



Carnegie Science Center
Internship Program
Fab Lab Education & Technical Intern

One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org