

Responsible To: Gallery Experiences Manager and/or Assistant Manager

Task Description:

Carnegie Science Center offers four floors of interactive exhibits that are geared for all ages – from the smallest scientists to adults. The human body, water, forces of nature, energy – there’s plenty to explore!

Our exhibit galleries provide a unique opportunity to explore the ins and outs of informal science education. Interns will be involved in behind the scenes as well as visitor facing duties. Assisting staff with smooth and safe delivery of programming is the priority. Interns will also be expected to complete a project and to further ongoing related endeavors.

As a Science Communicator, the internship is designed to improve presentation and research skills and is great for someone looking to get experience in a fun and engaging environment. This internship is perfect for those interested in science ambassadorship and public education of the sciences. Those who are interested pursuing a career in teaching will gain valuable experience to further their pursuit of this goal.

Part One: Gallery Assistant

Responsibilities:

- Greet and welcome visitors in a friendly manner.
- Interact with visitors in a manner appropriate to the exhibit atmosphere.
- Gain familiarity with all behind the scenes components.
- Assisting staff with the smooth and safe delivery of programming.
- Answer basic questions about the Carnegie Science Center and the exhibits.
- Direct questions to other staff when needed.
- Assist with informal presenting of various cart demos.
- Responsible for all materials in Volunteer Handbook and Exhibits Team manual: (ex. Safety and call off procedures, visitor interaction protocols.)

Part Two: Experiences

Responsibilities:

- Create and research demonstrations involving science that tie into the exhibit galleries.
- Care and maintenance of props and equipment
- Assist with training
- Keep up to date with current “in the News” hot topics

Part Three: Project (On going)

Responsibilities:

- Create a project to benefit the Science Center
- Project may include: new floor demo, content development, re-scripting an existing demo, or a research project for potential special programming. Projects may not be completed depending on scope of assignment.

Parameters

- Intern will not be responsible for administering first aid.
- Intern will only work with technical equipment and electrical devices to the extent that permission has been given by the Supervisor.

Training Methods:

- Required internship orientation session
- Interns will train with the designated area’s Supervisor and/or other staff
- Interns will observe performances and operations
- Interns will shadow performances and operations once familiar with programs.
- Interns will be given scripts, science content background reading, policies, and procedures.
- Trainings are on-going and structured dependent on the needs of the Intern.
- Interns will be evaluated ongoing and upon completion of internship.

Time Frame:

- Minimum 120 hours per semester
- Minimum of 10 hours per week
- Regular weekly commitment required
- Call off procedures & Request off procedures will be given upon first day.

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