

Responsible To: Team & Program Development Manager

Task Description: The Team & Community Engagement Department is seeking applicants interested in education to assist in the development, implementation, and coordination of museum programming such as Adult Programming, Café Sci, and others. Successful candidates will be creative, organized, self-starter, and be motivated by creating a community-based program with inclusion, diversity, equity, and access in mind.

Responsibilities:

- Project responsibilities vary each year based on intern's skills and interests, as well as department needs.
- Develop concept and identify strategic partnerships for programming.
- Develop and implement new STEM-focused programming targeted to the museum community with inclusion, diversity, equity, and access in mind.

Skills Required:

- Creative skills to transform educational material into entertaining, interactive programs, (including developing small props, activities, and games)
- Passionate about learning and service to diverse communities
- Organizational skills required to research and reproduce selected programs/projects
- Exceptional written and verbal communication skills
- Proficiency with Microsoft Office
- Ability to work independently with minimum supervision

Skills to be Learned:

- Learn how to lead museum programming and interact with a wide variety of audiences
- Learn and implement best practices of informal education methodologies
- Collaborate with local organizations, community stakeholders and staff
- Cultivate resources for a non-profit organization

Parameters

- Intern will not run or implement programs alone/without supervision
- Intern will not be required to handle money
- Intern will not be required to perform first aid
- Some work can be done at home

Training Methods:

- Required internship orientation session
- Shadowing members of the Team & Community Engagement Team and on-the-job training

Time Frame:

- 120 hours minimum during the semester
- Internships are 3-6 months with flexible end dates and extensions available for exceptional candidates.
- Typical interns will be available for 12-15 hours/week over the course of the internship, with an option to tele-commute.
- Early Morning, Evening and/or weekend hours may be required, based on program calendar.

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
Community Programming Development

One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org