

Responsible To: Theaters Manager or Assistant Manager

Task Description: The Works Theater, located on the fourth floor, is one of three science demonstration theaters at Carnegie Science Center. The Works Theater provides a unique opportunity to explore the ins and outs of the various areas of science, from molecules and our states of matter to the movement of electrons to create electricity. Interns will participate in all the behind-the-scenes facets of the Theater and its staging areas, as well as the Chem Lab. Assisting staff with smooth and safe delivery of programming is the priority. Interns will also be expected to complete a project and to benefit The Works Theater and Carnegie Science Center.

This is not an “in-lab” internship, but chemistry lab work is important to working with chemicals used in demonstrations. This internship will help to improve presentation skills, research skills, and more. This internship is great for those interested in chemistry ambassadorship and public education of chemistry and other sciences. Those who are interested in pursuing a career in teaching will gain valuable experience to further their pursuit of that goal.

Part One: Assistant to the Theater (during show time hours)

Responsibilities:

- Greet and seat visitors in a friendly manner
- Interact with visitors in a manner appropriate to the theater atmosphere
- Gain familiarity with all behind the scenes Works Theater components
- Assisting staff with the smooth and safe delivery of programming
- Answer basic questions about the Carnegie Science Center and the Works Theater
- Assist staff with prep and cleanup for each scheduled show which includes, but is not limited to, working with computer tech, various chemicals, and demonstration equipment
- Direct questions to other staff when needed
- Operate basic equipment that includes but not limited to Van de Graff generator, liquid nitrogen tank and Dewar, and a full-size Tesla coil, following successful completion of proper safety and operations training
- Assist with making announcements
- Responsible for all materials in Volunteer Handbook and Demonstration Theaters Team manual: (ex. Safety and call off procedures, visitor interaction protocols.)

Part Two: Demonstrations

Responsibilities:

- Create and research cart demonstrations involving science areas of chemistry, biology, physics, and more.
- Learn and independently present formal live theater demonstrations as necessary
- Care and maintenance of props and equipment
- Assist with training on demonstrations
- Assist with informal presenting of various cart demos on gallery floors.

Part Three: Project (On going)

Responsibilities:

- Working with the Demonstration Theaters team to discuss the potential to create and research cart demonstrations involving chemistry.
- Project may include: new floor demo, content development, re-scripting an existing show, or a research project for potential special programming. Projects may not be completed depending on scope of assignment.

Minimum Requirements:

- All majors accepted; Chemistry, Education, Chemical Engineering or similar track of study **is preferred**
- Lab experience a plus, but not required.

Skills Required:

- Comfortable working with chemicals and advising others on chemical safety and demos.
- Ability to interact with visitors and other staff
- Ability to work independently
- Ability to interact with guests from around the world, of different ages and science skills
- Willingness to learn and communicate scientific information
- Reliable, punctual, and dependable
- Genuine personal interest in science and education

Parameters:

- Interns will not be responsible for administering first aid.
- Interns will only work with technical booth equipment, chemicals, 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 Works Theater staff
- Interns will observe performances and operations of the theater.
- Interns will shadow performances and operations of the theater 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 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