

Responsible To: XPLOR Store Supervisor

Task Description: Assist and be involved with all aspects of day-to-day store operations, including behind-the-scenes stocking as well as direct customer service in the store. Create product demonstrations highlighting the product's science background. This internship can be tailored to fit an intern's specific goals/interests; it would be a great fit for students in the fields of: Finance, Buying/Merchandising, Retail Management, Business Administration, Small Business Management, STEM Education, Educational Toys, Marketing, and more.

Responsibilities:

- The intern will shadow store employees/managers and work under staff supervision to learn the retail duties required of a sales associate, as well as the managerial duties involved in running a retail business.
- Duties include assisting with sales, ticketing and stocking merchandise, placing orders, organizing stock, and assisting customers face-to-face.
- The intern will select products to demonstrate in the store, lobby, and outdoors area, and develop a demonstration explaining the science behind a product.
- Assist visitors by answering general questions about the Carnegie Science Center.

Skills Required:

- Should be able to lift at least 15 pounds
- Great customer service skills
- Must be friendly and outgoing
- Must be comfortable working in a child-friendly environment
- Able to work with a variety of people with different backgrounds
- Able to work in a fast-paced setting
- Able to work independently
- Willingness to learn new information

Skills to be Learned:

- This internship offers the candidate the opportunity to explore all facets of the retail business, including:
 - Determine how and when to place orders
 - Making best use of the sales floor
 - Inventory control procedures, including shipping and receiving
 - Advance merchandising skills
 - The mechanics of opening and closing procedures for a retail store within a museum
 - Marketing and sales techniques
 - How to determine product viability

Parameters:

- Interns will not be responsible for administering first aid
- Intern will attend training sessions and meetings as required
- Intern will not handle cash without managerial supervision

Training Methods:

- Required internship orientation session
- Shadowing supervisors and other staff and on-the-job training
- One-on-one guidance to develop demonstrations
- Independent reading/research of science topics for demonstrations

Time Frame:

- 120 hours minimum during the semester

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), Criminal Record Check Clearance (Act 34) plus an FBI Fingerprint Clearance (Act 114).

To Apply: Send letter of intent, resume, and 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