

Responsible To: Buhl Planetarium and Observatory Assistant Manager

Task Description: The **planetarium assistant intern** will closely support the planetarium team performing fun and engaging astronomical educational programming. This includes assisting with the operations of the planetarium, interacting with guests of museum, assisting with telescopes for SkyWatch, aiding in the daytime solar observing programs, and helping to lead a team of teen volunteers and as needed astronomical activities.

Responsibilities:

- Assist with day-to-day operations of the Buhl Planetarium including seating, preparing the planetarium for shows, making building announcements and answering guests' questions.
- Conduct science activities with an astronomy theme for visitors.
- Assist visitors by answering general questions about Carnegie Science Center.

Skills Required:

- Knowledge and background of observational astronomy
- Excellent customer service skills
- Excellent oral communication skills
- Comfort with computers and technology
- Willingness to learn and rehearse shows

Skills to be Learned:

- Public speaking and improved oral communication skills
- Creative thinking and problem solving - working with various customers visiting the planetarium.
- Project management- assisting the day-to-day functions of managing the planetarium as part of a museum environment
- Adaptability to new technology using the planetarium's state-of-the art computer controlled visual projection system and laser hardware and software

Parameters:

- Interns will not be responsible for technical maintenance; however, they will learn basic trouble shooting procedures.
- Interns may be asked to assist planetarium department with special events or in the observatory.

Training Methods:

- Required internship orientation session
- Review training guides and manuals with trainers on the procedures for operating equipment and delivering shows.
- Interns will shadow experienced presenters and rehearse the shows.
- Initial presentations and performances will be evaluated.

Time Frame:

- Minimum of 120 hours
- Occasional evening and/or weekends may be required as needed for special events and mobile Skywatch programs.

Clearances

Updated 5/12/2023

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- 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, and 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