

Responsible To: Rangos Giant Cinema Assistant Manager

Task Description: The Rangos Giant Cinema Intern will closely support the Rangos management team for a comprehensive understanding of the workings of a unique Giant Screen Cinema! This includes assisting with the daily operations of the theater, providing excellent customer service, collecting quantitative and qualitative data through surveys or interviews of guests, and assisting with administrative theater tasks.

Responsibilities:

- Assist with the day-to-day operations of the Rangos Giant Cinema including concessions, seating, answering guest's questions and theater operations.
- Conduct Rangos guest surveys or interviews and record data.
- Assist with inventory, product tracking and trends, and quality control of the concessions area.
- Assist with event planning and feature film series.

Skills Required:

- Excellent customer service skills
- Excellent oral communication skills
- Strong time management skills
- Comfort with computers and technology
- Willingness to learn

Skills to be Learned:

- Public speaking and improved oral communication skills.
- Project management- assisting the day-to-day functions of managing the cinema as part of a museum environment.
- Creative thinking and problem solving - working with various customers visiting the cinema. Adaptability to new technology using the in-theater state-of-the art projection system with proprietary software and concessions equipment.

Parameters:

- Interns will not be responsible for cash handling.
- Though interns will learn to operate the projections systems, they will not be responsible for any troubleshooting of the system and interns will not operate the projections system unsupervised.

Training Methods:

- Required internship orientation session.
- Job shadowing to learn the opening and closing procedures for concessions and in theater projection systems and various equipment.
- Interns will go through general safety and evacuation training along with other required trainings needed to work in the cinema spaces.
- At various times during the program, the intern will have one on one check ins with management to also help identify strengths and other areas that can be improved upon.

Time Frame:

- 120 hours minimum during the semester
- Evening and / or weekends may be required as needed for special events and programs.

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