

Responsible To: Theaters Manager and Assistant Manager

Task Description: Nothing makes science come alive like seeing it happen in front of your eyes! Shows in our **Live Demonstration Theaters** are designed to delight and inspire visitors of all ages. From explosive reactions to the chemistry of cooking, to the basics of biology, a live program offers the kind of science experience you can't get anywhere else!

This opportunity provides interns with various science interests to communicate and demonstrate science excitement. Interns will hone interpersonal and public speaking skills in all theater locations and remotely throughout the Carnegie Science Center campus.

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, Body Stage, and/or Science Stage components.
- Assisting staff with the smooth and safe delivery of programs.
- Answer basic questions about the Carnegie Science Center and its various programs.
- Assist staff with prep and cleanup for each scheduled show which includes, but is not limited to, working with computer tech, various chemicals, food and cleaning supplies, demonstration equipment and more.
- Direct questions to other staff when needed
- Operate basic equipment that includes, but not limited to, Van de Graaff generators, compressed gasses, chemicals, a full-sized Tesla coil, and kitchen equipment.
- Assist with making announcements
- Assist with informal presenting of various cart demos
- Responsible for all materials in Volunteer manual and Demonstration Theaters team manual: (ex. Safety and call off procedures, visitor interaction protocols.
- Upholding our commitment to customer service, our mission to provide science education and inspiration, and our commitment to respecting diversity
- Optional: Assist with special events and programs that occur after normal business hours.

Part Two: Performing Programs

Responsibilities:

- Learn and master one program from the Works Theater and/or Body Stage.
- Learn and master at least five demonstrations to rove on exhibit floors or outside
- Optional: Learn and master one program from the Science Stage
- Optional: Learn and master special event specific demonstration techniques

Minimum Requirements:

- Any background – no specific degree path required
- Must have a strong personal interest in science and informal education

Skills Required:

- Comfortable working with chemicals and technical equipment
- Ability to interact positively with visitors and other staff
- Willingness to learn information, genuine interest in science
- Sense of humor, fun, enthusiastic, and energetic
- Excellent verbal skills; comfort with large audiences; actively seek participation
- Ability to lift 40 lbs. and be comfortable with heights
- Ability to follow explicit directions and work independently
- Reliable, punctual, and dependable

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.
- Must demonstrate proficiency in all areas before working independently including cryogenics and flammables

Training Methods:

- Required internship orientation session
- Interns will train with the designated areas' Supervisor and/or other Demonstration 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 depended on the needs of the Intern.
- Interns will be evaluated ongoing and upon completion of internship.

Time Frame:

- 120 hours
- Minimum of 10 hours per week
- Regular weekly commitment required – weekend availability a plus!
- 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 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:

Internship Program
Carnegie Science Center
One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org