Responsible To: Planetarium and Observatory Coordinator

Task Description: The planetarium assistant intern will work closely with the planetarium team to put on public astronomical educational programming. This includes assisting with the operations of the planetarium, helping with shows, assisting with telescopes for SkyWatch, aiding in the daytime solar observing programs including helping to lead a team of teen volunteers and other 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.
- Deliver live and automated shows in the Buhl Digital Planetarium by operating state-of-the-art computer controlled visual projection system and by utilizing specialized oral communication skills in a dramatic and interactive manner in order to assure a high level of quality in performances.
- Assist visitors by answering general questions about the Carnegie Science Center.

Skills Required:
- Strong background and knowledge of observational astronomy
- Excellent customer service skills
- Excellent oral communication skills
- Must be comfortable with computers and technology
- Possess a willingness to learn and rehearse shows

Skills to be Learned:
- Improve oral communication skills
- Understand the day-to-day functions of managing the planetarium as part of a museum environment
- Courtesy and sensitivity in dealing with various customers visiting the planetarium
- Learn the procedures for setting up and operating 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 should learn basic troubleshooting procedures.
- Interns may be asked to assist planetarium department with special events or in the observatory.

Training Methods:
- Job shadowing to learn the procedures for setting up shows and operating various equipment.
- Interns will shadow an experienced presenter and then 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
- 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