Carnegie Science Center Internship Program
Traveling Exhibits - Mummies of the World: Science Communicator

Responsible To: Exhibit Coordinator and/or Point Persons

Task Description: Come face-to-face with the largest exhibition of real mummies and related artifacts ever assembled! *Mummies of the World: The Exhibition* features 125 real mummies and related artifacts, providing a window into the lives of ancient people from every region of the world including Europe, South America, and Ancient Egypt, while offering unprecedented insights into past cultures and civilizations.

Our Traveling Exhibition Gallery provides a unique opportunity to explore the ins and outs of informal science education. Interns will be involved in behind the scenes as well as visitor facing duties. Assisting staff with smooth and safe delivery of programming is the priority. Interns will also be expected to complete a project and to further ongoing related endeavors.

As a Science Communicator, the internship is designed to improve presentation and research skills and is great for someone looking to get experience in a fun and engaging environment. This internship is perfect for those interested in science ambassadorship and public education of anthropology and other sciences. Those who are interested pursuing a career in teaching will gain valuable experience to further their pursuit of this goal.

Part One: Gallery Assistant
Responsibilities:
- Greet and welcome visitors in a friendly manner.
- Interact with visitors in a manner appropriate to the exhibit atmosphere.
- Gain familiarity with all behind the scenes components.
- Assisting staff with the smooth and safe delivery of programming.
- Answer basic questions about the Carnegie Science Center and the Mummies of the World exhibition.
- Direct questions to other staff when needed.
- Assist with informal presenting of various cart demos.
- Responsible for all materials in Volunteer Handbook and Traveling Exhibits Team manual: (ex. Safety and call off procedures, visitor interaction protocols.)

Part Two: Experiences
Responsibilities:
- Create and research demonstrations involving science areas of anthropology, archeology, history, and more.
- Care and maintenance of props and equipment
- Assist with training
- Keep up to date with current “in the News” hot topics

Part Three: Project (On going)
Responsibilities:
- Create a project to benefit the Science Center
- Project may include: new floor demo, content development, re-scripting an existing demo, or a research project for potential special programming. Projects may not be completed depending on scope of assignment.

Skills Required:
- Ability to interact with visitors and other staff
- Ability to work independently
- Sensitivity towards visitors of all ages and backgrounds
- Willingness to learn and communicate scientific information
- Reliable, punctual and dependable
- Genuine personal interest in science and education
Parameters:
- Interns will not be responsible for administrating first aid.
- Interns will only work with technical equipment and electrical devices to the extent that permission has been given by the Coordinator or Point Person(s).
- Interns under the age of 18 will not use box cutters or handle certain chemicals.

Training Methods:
- Interns will train with the designated area’s Coordinator and/or other staff
- Interns will observe performances and operations
- Interns will shadow performances and operations once familiar with programs.
- Interns will be given scripts, science content background reading, policies and procedures.
- Trainings are on-going and structured dependent on the needs of the Intern.
- Interns will be evaluated ongoing and upon completion of internship.

Time Frame:
- Minimum 120 hours per semester
- Minimum of 10 hours per week
- Regular weekly commitment required
- 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