

EXHIBIT OPERATIONS INTERNSHIP

PROGRAM DESCRIPTION:

The Exhibit Operations Department is the crucial department who ensures that the exhibit halls are ready for visitors each day. The team monitors and repairs interactive exhibits components, identifies problems and assists/arranges for repairs as necessary. Tasks include routine maintenance of exhibits, including exhibit lighting, interactive exhibit stations, and exhibit cleanliness.

POSITION SUMMARY:

Interns will learn the inner working of science center exhibits and basic mechanical repair skills. The intern will work with the Exhibit Operations team to perform daily rounds of exhibit areas and exhibit components to ensure they are working properly and provide on-the-spot repairs when damage is found and report all existing or potential problems. Clean and perform basic preventive maintenance routines involving minor carpentry, basic mechanical and basic electrical repairs. Assist other technicians in the performance of their duties, including installation, refurbishment and removal of exhibits.

RESPONSIBILITIES:

- Monitor interactive exhibits throughout the Exhibit Halls and temporary galleries, identifying and resolving problems, and rebooting computers when necessary
- Perform routine maintenance of exhibits, including exhibit lighting, interactive exhibit stations, and exhibit cleanliness as supervised by a team member
- Identify repairs that require technical services and call the appropriate technician
- Make repairs as trained by the supervisor

BASIC QUALIFICATIONS:

- Demonstrated ability to work on a team
- Responsible and dependable
- Interested in trades/technical experiences such as mechanics, electronics, and general repair
- Interest in tinkering, hands-on work
- Interest in learning technical/vocational skills

LENGTH OF INTERNSHIP: Summer 2022 (May/June - August)

WORK SCHEDULE: 3-4 days per week, 7 paid hours per day with an unpaid ½ hour lunch.

BENEFITS: Intern benefits include free parking at Fort Conde, free admission, discounts in the gift shop and café!

APPLICATION NOTES: All internship applicants are **required to submit a resume, cover letter and two teacher recommendations**. Email all application materials to twebb@explorem.com by **May 2, 2022**. In the subject line, please include the position in which you are applying for.

Training is May 31, 2022 – June 3, 2022

Works begins June 6, 2022 and ends August 6, 2022