

Glazer Children's Museum

INTERNSHIP DESCRIPTION

Exhibit & Operations Intern

Position Summary:

Through the duration of the program, this intern will learn the essential functions of maintaining and improving the facility and exhibits to ensure a great visitor experience at the Museum. Training will also include assisting museum staff with operational support (i.e. janitorial needs, security detail, safety considerations, event set-up, etc.). Working with the operations team, the Exhibit & Operations Intern will report to the Exhibit & Operations Manager (or his/her designee) and shall participate in training amongst other staff, vendors, or volunteers as required. Weekends / evenings / holidays may be required. Additionally, the Internship position requires the minimum commitment of two consecutive semesters of school by the qualified applicant.

Learning Outcomes:

- Develop a working knowledge of all technical building and operational systems such as lighting, access, security, plumbing, electrical, generator and basic HVAC operation as they relate to the physical structure of the building
- Opening and closing of the exhibits, performing checklists prior to morning opening
- Perform operational & maintenance tasks set forth per department
- Learn preventive maintenance on assigned equipment
- Learn how to maintain the physical building (inside & out) to be visually and aesthetically pleasing at all times and suggest improvements
- Assure that the building is safe and is in a condition that will not cause harm or injury to our guests and staff
- Install and takedown both permanent and temporary exhibits as needed
- Prototype new museum exhibits or components
- Visualize solutions to correct operational problems by selecting the most practical and useful approach
- Maintain and safely operate equipment in the repair and prototype shop
- Serve as operational & AV rep during catering events outside business hours
- Other duties as assigned

Mental Skills and Abilities:

1. *Math* – High School level ability; to use practical application of fractions, percentages, and other basic math skills. Particularly important in units of measurement accuracy.

2. *Reading* - Ability to read and understand technical journals, manuals, reference books, blueprints, schematics.
3. *Writing* - Ability to write business reports using proper format and conforming to rules of punctuation, grammar, diction and style.
4. *Reasoning Ability* - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions; to plan work and develop procedures; to learn and/or evaluate information in order to make judgments and decisions.

Education/Training:

- High School education or equivalent. Additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of this class is required.
- Prior experience in wood shop with tool & equipment related to construction / building preferred
- Prior experience with painting, lighting, stage/set production desired
- Comfortable working around children of a variety of ages and backgrounds

Experience/Skills:

1. Enthusiasm for children, families and the experiential learning philosophy practiced at the Glazer Children's Museum.
2. Knowledge of the basic building operating systems, elements and products applicable to the area of specialization.
3. Able to fabricate and make repairs to existing structures as required.
4. Knowledge of paint application methods and other products as required to keep building visually pleasing.
5. Ability to set up, calibrate and operate equipment applicable to the task according to standard safe practices.
6. Ability to work with hand and power tools, exhibit materials, etc.
7. Ability to work in, on, around, over and under fixed equipment and machinery; to manipulate heavy equipment, tools, and supplies.
8. Ability to wear and work in personal protective equipment.
9. Ability to communicate effectively verbally and in writing; to prepare reports and detailed procedures; to use personal computers and be proficient in the use of Microsoft products i.e. MS Word and MS Excel.
10. Ability to meet deadlines and work under pressure.
11. Ability to think creatively.
12. Excellent interpersonal skills.

13. Willingness to learn and grow in a variety of challenging (and often unconventional/unplanned) situations.

Work Situations:

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- *Repetitive, Continuous* - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the task.
- *Variety and Change* – Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a day that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

Physical Demands:

- *Heavy Work* - Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another.
- *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms.
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Fingering* - Picking, pinching, or otherwise working with fingers.
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.

- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Sitting* - To rest the body upright supported by the buttocks and thighs.
- *Standing* - To be upright supported by the buttocks and thighs.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
 - (a) Clarity of vision at 20 inches or less.
 - (b) Clarity of vision at 20 feet or more.
 - (c) The ability to judge distance and space relationships.
 - (d) The ability to identify and distinguish colors.

Other Requirements:

- Valid State Driver's License or like Form of Identification

Supervision/Contacts:

- Receives supervision from Lead Exhibit Technician .
- Regular contacts and supervision with guests, vendors, contractors and their employees.

Environment:

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside or outside.

Tools and Equipment Used:

- Regular use of wood shop tools, exhibit tools, heavy duty shop tools & equipment and hand tools (i.e. table saw, miter saw, drill press, drills, grinder, sander, etc.)
- Personal computer, Fax machine, Telephone, Computer Printers, Calculator, Copier, museum alarm system, and automobile.

I certify that I have reviewed and understand all of the requirements of performing this internship and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the internship. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the internship, there are other requirements I must meet before being offered the position. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.

Intern Signature

Date