

Exhibit & Operations Intern

Position Summary:

Through the duration of the program, this intern will learn the essential functions of maintenance and upkeep surround all aspects of the visitor experience at a Museum. This training shall include maintenance of any and all aspects of the facility or exhibits. Training shall also include assisting museum staff with all details at an operational capacity (i.e. janitorial needs, security detail, safety considerations, event set-up, etc.) such that the highest level of visitor experience quality is achieved.

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. Volunteering is subject to a satisfactory background and drug screening.

Learning Outcomes:

- Opening and closing of the exhibits, performing checklists prior to morning opening
- Perform operational & maintenance tasks set forth per department
- Learn how to maintain the physical building (inside & out) to be visually and aesthetically pleasing at all times and suggest improvements
- Install and takedown of exhibits, both owned and traveling
- 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
- Other duties as assigned
- Clean and maintain exhibits by making repairs, painting and other necessary tasks.

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
- Valid State Driver's License or like form of Identification
- Subject to pre-volunteering criminal background check and drug screening

Experience/Skills:

- Enthusiasm for children, families and the experiential learning philosophy practiced at the Glazer Children's Museum.
- Able to fabricate and make repairs to existing structures as required or willingness to learn.
- Knowledge of paint application methods and other products as required to keep building visually pleasing.
- Ability to work with hand and power tools, exhibit materials, etc.
- Ability to work in, on, around, over and under fixed equipment and machinery; to manipulate heavy equipment, tools, and supplies.
- Ability to wear and work in personal protective equipment.
- 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.
- Ability to meet deadlines and work under pressure.
- Ability to think creatively.
- Excellent interpersonal skills.
- Willingness to learn and grow in a variety of challenging (and often unconventional/unplanned) situations.

Work/Physical Demands:

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside or outside.
- 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.)
- Ability to function well in a high-paced and at times stressful environment
- Prolonged periods of sitting at a desk and working on a computer.
- Moves equipment weighing up to 15 to 50 pounds at times
- Ability to move self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Must be able to complete tasks in a noisy 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.