Internship Title: Exhibit Research and Development Research Assistant Intern

Reports To: Exhibit Developer

INTERNSHIP SUMMARY:
The Exhibit Research and Development Research Assistant internship offers a unique opportunity to be involved in many aspects of the exhibit research and development process at OMSI. The intern will assist the Exhibit Development Team in creating a proposal for a new traveling exhibition. The exhibition will focus on children’s games of a number of Asian cultures (to be determined, but may include three or more of the Philippines, Japan, China, Korea, Vietnam, and Indonesia). This is a great opportunity to gain experience and build your portfolio at one of the country’s top science and technology centers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Under the supervision of Exhibit Developers:
- Carry out literature reviews and other research and summarize findings.
- Communicate with internal and external stakeholders.
- Design and modify R&D presentations.
- Attend and record proceedings of exhibit development meetings.
- Research and report to team on possible exhibit content, educational approaches, and target audience.
- Assist staff with filing, photocopies, mailings, data entry, phone calls, and maintenance of office space.
- Assume other tasks and responsibilities as assigned.

KNOWLEDGE/SKILLS:
- Self-directed, willing to take initiative, and detail-oriented.
- Excellent communication, organizational, and writing skills.
- Excellent research skills (library, databases, interviews, and Internet).
- Excellent analytical thinking skills.
- Excellent interpersonal skills.
- Ability to meet deadlines.
- Ability to work effectively on a team.
- Respect for confidentiality.
- Dependable, punctual, and able to commit to a schedule.
- Proficiency in the following software programs: Microsoft Word, Excel, and Internet browsers (Power Point experience preferred).

EDUCATION AND WORK EXPERIENCE:
The Exhibit Research and Development Research Assistant Intern should have an interest in better understanding how to create exhibit experiences that promote learning. The candidate should have experience in administrative support as well as research (e.g., Internet, library, interviews). The candidate must learn quickly and be able to work simultaneously on multiple, diverse tasks. In addition, the candidate should have excellent interpersonal skills, as well as written and oral communication skills. Candidates with demonstrable familiarity or interest in Asian cultures or community organizations and/or experience with early childhood education will be preferred. This position is open to undergraduates, graduate students and professionals in the field.

TIME COMMITMENT:
15-20 hours per week for a minimum of 3 months.

For more information, contact Volunteer Services at 503.797.4693 or VolunteerServices@omsi.edu. Visit our website at www.omsi.edu.