OREGON MUSEUM OF SCIENCE AND INDUSTRY

INTERNSHIP OPPORTUNITY

Internship Title: Bilingual Exhibit Research and Development Assistant Intern

Department: Exhibits

Reports To: Exhibit Developer

Unit: Research & Development

INTERNSHIP SUMMARY:
The Bilingual Exhibit Research and Development Assistant Intern will assist the Exhibit Development Team in developing components for a new traveling exhibition. This bilingual (English/Spanish) exhibition, titled “Zoo in You,” will focus on new research about the Human Microbiome and the role of bacteria and other microbes in human health. The intern may help with additional R&D tasks for other exhibits as well. This internship offers a unique opportunity to be involved in many aspects of the exhibit research and development process at OMSI, and 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:

- Communicate with internal and external stakeholders.
- Design and modify R&D presentations.
- Attend and record proceedings of exhibit development meetings.
- Research details of relevant topics to ensure accuracy of final exhibit content.
- Assist with assembling materials for exhibit components, such as locating images, ordering materials, and scheduling and recording interviews.
- Conduct informal evaluation of exhibit components
- Assist staff with filing, copies, mailings, data entry, phone calls, and maintenance of office space.
- Assume other tasks and responsibilities as assigned.

KNOWLEDGE/SKILLS:

- Bilingual in English and Spanish strongly preferred.
- 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 Bilingual Exhibit R&D Assistant Intern should have an interest in gaining a better understanding of 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. Candidates with demonstrable familiarity or interest in health education, biology, and related fields will be preferred, and those with Spanish language skills are strongly preferred. This position is open to undergraduates, graduate students and professionals in the field.

TIME COMMITMENT: 10-15 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.