

OREGON MUSEUM OF SCIENCE AND INDUSTRY

INTERNSHIP OPPORTUNITY

Internship Title: Exhibit Research & Development Intern: Permafrost Project
Department: Exhibits

INTERNSHIP SUMMARY:

This internship offers a unique opportunity to be involved in many aspects of the exhibit research and development process at OMSI as a project intern for the Exhibit R&D team. The Exhibit Research and Development Intern for the Permafrost Project will assist the Exhibit Developers in finalizing content for exhibit components for a new exhibition about permafrost and global climate change, titled *Under the Arctic: Digging Into Permafrost*.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the supervision of Exhibit Developers:

- Research scientific and cultural topics relevant to climate change in the Arctic
- Communicate with internal and external stakeholders.
- Test working drafts of exhibit experiences with museum visitors and report on how experiences could be improved
- Write drafts of copy for exhibit labels
- Source photos and video clips for exhibition
- Attend and record proceedings of exhibit development meetings.
- Research broad trends in educational approaches, learning styles, 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, PowerPoint, and Internet browsers. (Experience with audio editing, and/or video editing software is a plus.)

EDUCATION AND WORK EXPERIENCE:

The Exhibit R&D 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 topics such as anthropology, geology, and climatology and/or experience with informal science education will be preferred. This position is open to undergraduates, graduate students and professionals in the field.

TIME COMMITMENT: 10-20 hours per week for a minimum of 3 months.

**For more information, contact Volunteer Services at 503.797.4615 or
VolunteerServices@oms.edu.**

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