



Job title	<i>Exhibits Intern</i>
Reports to	<i>Director of Exhibits</i>
Department	<i>40-000</i>
Grade	<i>0</i>

Job summary

The Exhibits Intern, in alignment with the internship learning goals, will complete a special project related to development, design, and/or fabrication of exhibits that will support and inform future projects for Discovery Lab.

Duties and responsibilities

Primary functions:

- Working with Director of Exhibits and Exhibits Manager to develop and design an interactive exhibit.
- Collecting formative, process, or summative data for exhibit evaluation to inform future projects.
- Working with the Exhibits Manager to fabricate exhibit items which meet internship learning goals and Discovery Lab standards.
- Within the boundaries of the internship learning goals, using innovative technology and/or construction techniques to create an exhibit experience that is unique to Discovery Lab.

Secondary functions:

- Other duties as assigned by the Director of Exhibits

Learning Components:

- Design skills
- Fabrication/construction skills
- Data analysis, entry, and presentation skills
- Cross-functional collaboration skills

Qualification requirements

Knowledge and skills:

- Excellent oral and written communication skills
- Strong presentation skills
- CAD experience preferred
- Experience with power tools and/or computer coding preferred

Education & work experience:

- Intern must be enrolled at least part-time in a graduate or undergraduate program with studies supporting a career in Museum Studies, Education, Construction, Design, or a related field.

Preferences:

- Knowledge of museum/exhibit development
- Cultural competency and experience working with diverse backgrounds

- Fluency in a language in addition to English to support Discovery Lab’s accessibility mission and objectives

Working conditions

This job is a special project, full-time, nonpaid, intern position. The typical work schedule for this job is Monday-Friday 9 am – 5:30 pm. Moderate to loud noise environment.

Physical requirements

40% Sitting, 40% Standing, 10% Lifting/Carrying/Pushing/Pulling no more than 5-100 lbs.

Additional requirements

- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks

Direct reports

None

Approved by:	
Date approved:	
Revised:	

This position description is representative of the major position requirements and is not intended to be all inclusive.

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