



<b>Job title</b>	<i>Visitor Studies Intern</i>
<b>Reports to</b>	<i>Director of Exhibits</i>
<b>Department</b>	<i>50-000</i>
<b>Grade</b>	<i>0</i>

### **Job summary**

The Visitor Studies Intern, executes research, evaluation, and visitor studies to support and inform future projects for Discovery Lab.

### **Duties and responsibilities**

#### **Primary functions:**

- Working with Director of Exhibits and university research partner(s) to assist with on-going research projects.
- Collecting data for exhibit and program evaluation.
- Unobtrusively observing visitor use of exhibits and programs on a daily basis.
- Coding data collected for university partners to utilize for analysis.
- Entering visitor interview and observation data into a database.

#### **Secondary functions:**

- Other duties as assigned by the Director of Exhibits

#### **Learning Components:**

- Customer service skills
- Family engagement 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

#### **Education & work experience:**

- Intern must be enrolled at least part-time in an undergraduate program with studies supporting a career in Museum Studies, Education, Anthropology, Social Science or a related field.

#### **Preferences:**

- Knowledge of museum/visitor studies
- Basic understanding of descriptive and inferential statistics
- 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, 55% Standing, 5% Lifting/Carrying/Pushing/Pulling no more than 10-30 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

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Revised:</b>	

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

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