



Facilities & Museum Operations Internship Learning Plan

Role: Facilities/Museum Operations Intern

Pay Status: Unpaid

Mentor: Exhibits & Facilities Manager

Department: Exhibits & Facilities

Classification: Intern Volunteer

Time Span: Flexible, 8-12 hrs/week

Summary:

The Children's Museum of Phoenix is looking for a driven, skilled individual to contribute to our Exhibits & Facilities team. Our Facilities & Museum Operations intern will have the opportunity to learn new skills and make a big contribution to our Exhibits & Facilities Department by taking on a number of exciting projects. Under the supervision of our Exhibits & Facilities Manager and the direction of our Director of Visitor Experience, our intern will spearhead the creation of a database compiling all museum/exhibits/operations data, create a Preventative Maintenance schedule, and create an Archive of Museum blueprints. The Children's Museum of Phoenix is housed in a building that is on the National Register of Historic Places, so our intern will have the chance to experience the intricacies of managing the operations of a Museum in the 21st century, while simultaneously respecting the laws and requirements of historic preservation. The intern will also have the opportunity to attend department meetings, sit in on meetings with the City of Phoenix, as well as meetings with vendors.

Main Knowledge Objectives *(This is a list of what the intern can expect to learn)*

- Research best practices for Museum operational organization
- Create a database to organize institutional knowledge and input Museum data
- Scan and archive Museum blueprints and architectural plans
- Gain an understanding of Facility and Museum operations, maintenance, schedules and needs
- Understand different codes and OSHA compliance
- Balance the operations of a Museum with the operations of a historic building

Qualifications/Requirements:

- Impeccable organizational skills, with high attention to detail
- Positive can-do attitude, with a desire to build a career in Facilities Management/Operations, Museum Studies, or Public History
- Working knowledge of facilities operations
- Excellent logical thinking ability
- Ability to work independently, as well as part of a team
- High level of professionalism and dependability, be on time and meet deadlines
- Performs well in environment that values creativity, flexibility, enthusiasm, and adaptability
- Working knowledge of Microsoft Office Suite and Adobe is a must

Education Requirements:

- College/University student working towards a degree in either Facilities Management, Public History, or Museum Studies. Graduate students may also apply.

Physical Requirements:

- Must be able to sit for extended periods of time in front of a computer and must have good communication skills (i.e., communicate clearly and effectively in both written and spoken English).
- Must be able to see well and able to read fine print.
- Must be able to lift boxes weighing up to 25 pounds.

To apply, please go to <http://childrensmuseumofphoenix.org/>, click on the "About Us" and then the "Job Opportunities" pages. Download the internship application and send with resume (if applicable) to the following:

Marisa Camarillo
Volunteer and Community Relations Coordinator
E: mcamarillo@childmusephx.org
P: 602-648-2754
F: 602-307-9833