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zeum

POSITION ANNOUNCEMENT

Position Title: Exhibits Intern
Reports To: Exhibits Coordinator
Status: Unpaid Internship
Commitment: One 6-hour day/week in August 2009
Date Posted: July 20
Start Date: July 28, 2009
Compensation: Unpaid/college credit when applicable
Preferred majors: Fine Arts, Engineering, Performing Arts, Media Arts

Organizational Description:

Zeum is San Francisco's hands-on, multimedia arts and technology museum for kids. Our vision is a world where creativity, collaboration and communication inspire new ideas and innovative solutions. We believe that the success of the next generation will hinge not only on what they know, but also on their ability to think and act creatively as global citizens. Our mission is to nurture the creativity, collaboration, and communication of all youth and families. Zeum engages and inspires youth who may not otherwise have access to quality arts and technology experiences in a safe environment. We provide an environment that makes it possible for young people to be makers and creators, animators, directors, performers, designers, collaborators, and decision-makers.

Position Description:

Interns will work one 6-hour day/week in August.
Days and times available: Sunday-Thursday 9:30-4:00.

The Exhibits Intern supports Zeum's Exhibits Team by working closely with the Exhibits Manager and Exhibits Coordinator. The Exhibits Team is responsible for making interactive learning experiences happen safely and smoothly to enhance visitor experience. Exhibits Interns will receive a "behind the scenes" experience by assisting the Exhibits Team with exhibits research, design, implementation and maintenance. Duties may involve: administration works, prop making, costume design, signage making and media production.

Responsibilities:

- Assist in the maintenance, design, and implementation of Zeum's exhibits.
- Work alongside the Exhibit Team in the preparation, installation and de-installation of exhibits.
- Prepare, maintain and troubleshoot all aspects of exhibit/production areas, both technical and non-technical; identify and report status of exhibits and supplies.
- Provide curatorial support (signage design, video editing, sound and lighting components, etc.)
- Assist the Exhibit Team to improve the overall quality of Zeum's facilities.
- Set up and clean up workshop areas and special events according to Zeum procedures.
- Assist in research and development of educational programming, administrative, marketing and coordinating duties.
- Other related duties as assigned.

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Minimum Qualifications:

- Current enrollment in a bachelor's program in fine art, industrial design, or relative field required.
- Experience working around children strongly desired.
- Experience working with power tools is required.
- Must love problem solving and exemplify patience.
- Strong computer skills on both Macs and PCs.
- Proficiency in the fundamentals of digital media production software is highly desired (Final Cut Studio Pro, Logic Pro, Adobe Creative Suite and iLife)
- Experience in operating professional A/V and lighting equipment is highly desired.

Application Process - PLEASE READ CLOSELY:

Send cover letter and resume by email to intern@zeum.org with a subject line beginning with this exact phrase: "EXHIBITS INTERNSHIP" and include your NAME in your email header. Please tailor your cover letter to the position qualifications and paste it into the body of your email. You may attach your resume to your email in either .pdf or .doc format.

Email submissions that do not follow these instructions may not be reviewed. NO PHONE CALLS PLEASE.