



## **FORT WORTH MUSEUM**

### **SCIENCE AND HISTORY**

### **Innovation Studios Teen Intern Job Description: Teen Technology Guides (Teen Techs) Spring 2019**

#### **Internship Overview**

Teen Technology Guides (Teen Techs) is a volunteer internship program for sophomore through senior high school students ages 15 & up designed to nurture young leaders in our community and provide support for museum programs that relate to learning in a technological age. Local high school students will work in the Innovation Studios assisting staff in creating and implementing engaging, hands-on experiences for museum visitors. They will spend most of their time in direct service with guests in a variety of program formats. Volunteers will be selected and trained as a cohort for a specific session that corresponds to a season of museum programming: Fall/Winter, Spring, Summer. Interns will be scheduled and supervised by the Innovation Studios Manager.

#### **Internship Requirements**

Teen Techs will be skilled in one or more specific areas of expertise related to technology, whether “high-tech” (computer programming, circuitry, robotics, etc.) or “low-tech” (working with tools, creative crafting, wood working, etc.). They will demonstrate a cheerful willingness and ability to learn new things.

Teen Techs will demonstrate an ability to communicate and demonstrate technical concepts effectively and to create a welcoming environment for museum visitors by actively engaging them in hands-on activities.

Teen Techs will represent the museum to guests according to the same standards and expectations required of museum staff.

#### **Internship Expectations**

##### Teen Technology Guides

- Will attend a required orientation.
- Will meet the minimum time commitment for the session.
- Will arrive and depart as scheduled prepared and ready to work.
- Will communicate clearly and promptly with the Studio Manager as needed.
- Will behave in a manner consistent with museum policies as provided at orientation and training, including dress code.
- Will interact with museum guests according to all museum policies and guidance.



## FORT WORTH MUSEUM SCIENCE AND HISTORY

- Will comply with all expectations of an employee of the Fort Worth Museum of Science and History as described in provided documents and discussed at orientation.

### FWMSH

- Will provide an orientation and training program.
- Will provide instructions regarding communicating with the Innovation Studio Manager.
- Will provide relevant employment policies of the museum including safety guidelines.
- Will provide relevant policies and expectations for the Teen Technology Guides as outlined in the SQS document.
- Will provide supervision during scheduled volunteer shift hours.
- Will provide work assignment, training and equipment in specific areas of new technology and activities consistent with museum goals.
- Will provide a Community Volunteer Hours Certificate upon request.

### **Applicant Requirements**

- Minimum time commitment:
  - Attend required orientation session (will count toward 40 hours).
  - 40 hours over the 3 month session.
  - Specific hours to be arranged by Innovation Studios Manager.
- Be a student in good standing in grades 10-12 for the current school year (or be a graduating senior in summer sessions).
- Be at least 15 years old at time of application to program.
- Compliance with all FWMSH employment policies required, including a background check.
- A parent or legal guardian must sign required releases.

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