



PLEASE POST

Internship Available: AQUARIUM PROGRAMS INTERNSHIP

The Santa Monica Pier Aquarium offers school groups, families and visitors a unique view into the ocean world right outside our doors. It is home to hundreds of organisms native to the Santa Monica Bay. Interactive displays, touch tanks filled with tide pool animals, a shark exhibit, sea jelly exhibit, and a microscope lab are some of the main features of the Aquarium. As Heal the Bay's marine science education facility, the Aquarium also strives to teach visitors about the importance of environmental stewardship and marine conservation.

The Aquarium Programs Intern will assist with the development and operations of the Aquarium's public visiting hours and programs. Interns will pursue projects including: creating and conducting presentations for visitors, mentoring volunteers, developing activities and interactive displays, creating new arts and graphics, and other projects.

We are looking for responsible, dedicated, and outgoing interns to work with the public programs department. This internship is an excellent opportunity to gain experience in marine science, environmental education, program development and management, operating and working at an aquarium, and working for an environmental non-profit group.

Responsibilities include:

- Preparing Aquarium for public hours; welcoming guests to the Aquarium
- Handling entrance fee transactions (cash and credit)
- Interacting with and educating aquarium visitors
- Conducting public presentations
- Assisting with the daily operations of the public programs department
- Developing and designing presentations and program activities
- Learning to develop and mentor volunteers

Qualifications:

- College age or above preferred
- Friendly and professional manner for working with the public
- Passion for education, science and/or communications
- Excellent verbal and written communication skills
- Basic math and computer skills – including MS Word, Excel, and Power Point
- Ability to work independently as well as with a team
- Enthusiasm for teaching public visitors about marine life and conservation
- Spanish-English bilingual is a plus

This is an unpaid internship that requires a time commitment of at least 8 hours per week for a period of 6 months or more (continuing to intern or volunteer after internship is encouraged). Interns must be available to work afternoons, Tuesday - Sunday.

Please mail/e-mail/fax resume and cover letter and internship application to:

Santa Monica Pier Aquarium
ATTN: Aquarium Programs Internship Application
1600 Ocean Front Walk
Santa Monica, CA 90401

Phone: (310) 393-6149
Fax: (310) 393-4839
Email: aquariumvol@healthebay.org
www.healthebay.org/internships

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Intern Application Form

Please Print Clearly!

Today's Date: _____



Which internship(s) would you like to apply for? Check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Education Department | <input type="checkbox"/> Aquarium Programs Department |
| <input type="checkbox"/> Shark Education | <input type="checkbox"/> Aquarist |
| <input type="checkbox"/> Young Children Science Education | |

Name	Home Email
Street Address	Work Email
City/State/Zip	Birthdate (mm/dd/yy)

Phone Numbers (+area code)	Fax Numbers (+area code)	Emergency Contact Info
Home	Home Fax	Person's Name
Work	Work Fax	Relationship
Mobile	-----	Phone #

Favorite ocean activity: _____

Favorite ocean creature: _____

Do you speak any additional languages? _____

Special skills and interests (computers, graphic design, fishing, art, etc.): _____

How did you find out about interning with us? _____

Have you ever been convicted of a criminal offense, placed on probation, or given a suspended sentence?

_____ If yes, please explain: _____

Over, please ----->>

Why would you like to intern at the Santa Monica Pier Aquarium? _____

Have you ever volunteered/interned in the past? If so, what have you done? _____

What are your goals for your internship including tasks you hope to accomplish and/or skills you wish to acquire? In addition, how will the aquarium benefit from you interning here? _____

For Education, Aquarium Programs, Shark Education, and Young Children Internship Applicants:

What experience do you have working with children? _____

For Aquarist Internship Applicants:

What experience do you have in animal husbandry and caring for animals? _____

Over, please ----->>

If accepted into the volunteer/intern program, you will be required to intern on a regular basis, for the minimum time commitment (8-10 hrs/week) listed in the internship description.

_____ Check here if you agree.

If accepted into the volunteer/intern program, you will be required to attend the 12-hour training course held in the evenings.

_____ Check here if you agree.

Circle your general availability:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Morning	Morning	Morning	Morning	Morning	Morning
Mid-day	Mid-day	Mid-day	Mid-day	Mid-day	Mid-day	Mid-day
Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon

Please note: Your schedule may be dictated by the requirements of your intern position.

During what semester/term/time period would you like to intern? _____

Does your internship correspond with a class? _____

If so, what is the name of the class and how will this internship pertain to that class? _____

Do you receive course credit? _____

If you do receive credit, what paperwork will you need us to complete? _____

_____ By what date? _____

**** Please send this completed application *along with your cover letter and resume* to the person at the email/ postal address/ or fax listed on the internship description.****

PRINT NAME _____

SIGN _____

DATE _____

===== For Office Use Only =====

Date interviewed: _____ Interviewed by: _____ Vol ID # _____

Actions:

7/7/06