



A free festival to have fun learning science!

www.stpetescifest.org

ST. PETE SCIENCE FESTIVAL INTERNSHIP POSITION DESCRIPTION

Position Title: Intern
Organization: St. Petersburg Science Festival
Department: Steering Committee
Number of Openings: 1

Start Date: June 2, 2014
End Date: November 15, 2014
Work Schedule: flexible shifts
Hours per Week: 10 – 15

Company Profile

The St. Petersburg Science Festival is a free, family event held in conjunction with MarineQuest, an annual open house sponsored by the Florida Fish and Wildlife Conservation Commission. The festival is designed as a fun-filled “carnival of science” for families and the public to explore the excitement and wonder of hands-on science, technology, engineering, and math (STEM), to showcase the benefits of science throughout everyday life, and to connect the public with the regional scientific community. The St. Petersburg Science Festival was created in 2010 by a collaboration of more than a dozen businesses, educational institutions, and government agencies.

Festival Characteristics

- Regional festival with two to four days of events, including a school field trip day.
- More than 150 STEM-related hands-on activities for children and adults (including MarineQuest)
- More than 25,000 annual visitors
- More than 200 collaborators solicited via open call for entries
- Fundraising efforts generate a budget of more than \$150,000

Internship Duties

The St. Petersburg Science Festival intern will be responsible for documenting festival policies, procedures, and project management timelines for various committees as needed. The festival intern will attend Program, Marketing, and other Committee meetings, with the goal of creating a St. Petersburg Science Festival policies and procedures manual.

Learning Outcomes

By the end of the internship, the intern will learn how to:

- Identify and understand the various components of event planning.
- Work as part of a team to produce a large-scale, science-related public event.
- Create and document policies and procedures under the guidance of steering committee leadership.

Qualifications

- Strong verbal and written communication skills.
- Experience and/or interest in community outreach and education or event planning.
- Upper-class undergraduate students majoring in marketing, business, science education, or related field.
- Minimum GPA of 3.0 preferred.
- Proficiency in MS office applications preferred.

Application Instructions

Please send resume and cover letter to: hrutherford@usf.edu.

St. Petersburg Science Festival
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