



## Grand Traverse Lighthouse Museum

P.O. Box 43 • 15500 N. Lighthouse Pt. Rd. • Northport, Michigan 49670

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### **ROV Program Intern**

**WORK SCHEDULE:** 30-40 hours per week

**SEASON:** May 15-August 19. Hours may vary to include special events and activities in the evenings. Works days include some weekends.

**DEADLINE TO APPLY:** Now

**STATUS:** ROV Program Intern

**COMPENSAION:** \$16.50/hour

**REPORTS TO:** Executive Director

#### **Job Description and Distinguishing Characteristics**

The ROV Program Intern heads up the ROV educational program at the Grand Traverse Lighthouse Museum. Work involves considerable contact with the general public, museum patrons, and representatives from peer organizations, and providing educational instruction on Remote Operated Vehicles to Museum patrons of all ages, training and supervision of volunteers, and other related work as required. This position may require local travel to area schools and venues as well.

#### **Typical Examples of Work Performed:**

- Assists in the development, implementation and evaluation of the ROV program.
- Provides instruction on how to build a remote operated vehicle.
- Provides programs on the history of the ROV in the Great Lakes.
- Provides demonstrations on how to use ROV.
- Assists patrons who are attempting to build ROV.
- Keeps organized files of all ROV programs provided by GTLM.
- Works closely with all volunteers working with summer public programming.
- Works closely with the Education Committee on summer program goals.
- Maintains all ROV educational areas are clean and organized.
- Oversees maintenance and efficient functioning of ROV educational equipment.
- Travels with ROV to area schools and venues to provide educational ROV program.

**Minimum Requirements/Knowledge/Skills:**

- Experience in remote operated vehicles (ROV), education or working towards a college degree.
- Skill in the use of personal computer for entry and retrieval of records and data.
- Skill in operation of office equipment (computers, printers, fax machine, copy machine, telephone, DVD player, camera, video camera and television.
- Ability to stand, walk, use hands to touch, handle and feel objects, tools or controls; reach with hands and arms; and talk and hear. Must be able to regularly lift and /move up to 25 pounds.
- Ability to communicate well, both orally and in writing, with knowledge of grammar and spelling.
- Ability to control and process multiple forms of information received from a variety of sources and disseminates it to an equally wide variety of users (including but not limited to meeting minutes and organizational statistics).
- Ability to establish and maintain effective working relationships with fellow employees and the general public.

**HOW TO APPLY:**

1. Contact ROV Intern Employment at [info@grandtraverselighthouse.com](mailto:info@grandtraverselighthouse.com)
2. Work resume with three professional resumes.
3. Letter of Interest

Grand Traverse Lighthouse Museum is an Equal Opportunity Employer.