Project Name: Master Records Floor Plan Updates
Number of weeks: 10 weeks with the ability to extend to 12 weeks
Hours: 32-40 hours per week
Location: 600 Maryland Ave. SW, Washington

PURPOSE OF OFEO INTERNSHIPS AT THE SMITHSONIAN

The primary purposes of the Office of Facilities Engineering and Operations (OFEO) Master Records Floor Plan Updates internship is to provide a practical learning experience in the maintenance of a facilities management spatial database. Learning experiences will vary according to the specific area of study, academic requirements of the university, and professional goals of individual students.

PROJECT DESCRIPTION

Students will learn about OFEOs facilities management database and assist in creating and updating data elements to add into the system. The intern will assist in updating AutoCAD floor plans and gathering data through site surveys. This is an excellent opportunity to work with spatial facilities data and understand the importance of accurate facilities management data to daily operations.

STUDENT RESPONSIBILITIES

Students will engage in activities which contribute to the smooth performance of the specific internship experience. Depending on the internship experience, students will be expected to demonstrate abilities from among the following: oral and written communication, leadership, initiative, self-monitoring, subject matter knowledge (AutoCAD).

SUPERVISORY RESPONSIBILITIES

Supervisor will provide students with assignments and activities which will provide the opportunity for the student to learn about, and participate in a professional capacity in the management of the facility management database. Supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in facilities related database development, and the provision of resources, time, and support to facilitate the successful completion of the assignments.

PROJECT OUTCOMES

1. Review and update of facilities spatial database. Site and/or museum surveys.
2. Presentation to OFEO senior staff of final project (including process used, results obtained, benefits to OFEO and suggested follow-on work)

LEARNING OBJECTIVES

1. Hands-on experience in building surveying and updating floor plans of museum spaces.
2. Understanding of facilities management software and how it is used in Smithsonian’s daily operations.
3. Understanding and experience with AutoCAD, SI Explorer, and Tririga (Facility Center).

Visit our website for more information, | E-Mail: OFEOinternship@si.edu