Facilities Master Planning Internship Opportunity

Project Name: Assist in Assembling Background Information and Scopes of Work for Upcoming Master Plans
Number of weeks: approx. 10 weeks with the ability to extend to 12 weeks
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) Facilities Master Planning internship is to provide a practical learning experience in museum facilities planning. Expected competencies will vary according to the specific area of study within the candidate’s professional degree program, academic requirements of the university, and professional goals of individual students.

PROJECT DESCRIPTION

Master Planning branch anticipates conducting multiple master planning projects in FY15-17 including projects for the Suitland Collections Center, National Postal Museum, National Museum of American History, National Museum of Natural History and the National Museum of the American Indian. The intern will assist in a variety of pre-project tasks including assembling project background information, developing schedules and scopes of work, selecting consultant teams and identifying and recruiting internal stakeholder committees. The master plans to be worked on will depend on the timing of the funding for these projects and the intern’s availability.

STUDENT RESPONSIBILITIES

Students will engage in activities which contribute to the smooth functioning of the specific internship experience. Depending on the internship experience, students will be expected to demonstrate skill and or knowledge from among the following: oral and written communication, leadership, initiative, and self-monitoring. Preference in selection will be given to students who have completed at least 3 years of an undergraduate professional degree in Architecture, Planning, Landscape Architecture or Historic Preservation; and those who are pursuing a masters degree in those disciplines. Students should have basic AutoCad skills, exceptional writing ability and coursework that includes exposure to architectural, landscape and city planning history and design.

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 facility development and campus master plans. Supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in meetings and presentations for current master planning projects, and the provision of resources, time, and support to facilitate the successful completion of the assignments.

PROJECT OUTCOMES

1. Complete background documents and other items for upcoming master plans
2. Presentation to OFEO senior staff of final project (including process used, results obtained, benefits to OFEO and suggested follow-on work)

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**LEARNING OBJECTIVES**

1. Develop an understanding of the components of a successful campus or facility master plan.  
2. Develop an understanding of specific planning and design requirements for diverse museum facilities and federally funded facilities.  
3. Learn how to structure projects to provide excellent guidance for future facilities investment; involvement of stakeholders and appropriate accountability.

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