

## Position Description

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Title: **Strategic Energy Management (SEM) Intern**

Division: Facilities

Classification: Intern

Reports To: Chief of Facilities

Supervises: N/A

### *High Desert Museum – Organization Description*

The High Desert Museum is a non-profit organization focused on the biotic and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historic collections.

### *Job Summary- Strategic Energy Management (SEM) Intern*

The intern will play a vital active role in supporting the museum's involvement in the Energy Trust of Oregon's Strategic Energy Management Program or SEM.

**The intern will receive hands-on and practical experience in the management of facilities systems and procedures particularly in regard to energy management. In addition to gaining valuable experience, the SEM Program Intern will also receive hourly pay as an employee of the High Desert Museum. The hourly rate is \$12 for up to 500 hours of work over a 6-month period, and averages 15 hours/week. An education stipend of \$1,000 may be awarded after the successful completion of these 500 hours over a 6-month period.**

### *Qualifications*

- Excellent written and oral communication skills and the ability to interface with fellow staff and visitors in a pleasant manner
- Willingness to work occasional evenings and weekends as necessary
- Ability to work independently as well as being a strong team player, with minimum supervision
- Ability to commit to the full term of service of the internship
- Regular attendance of SEM workshops, onsite BOA's, and Energy Team meetings
- Valid driver's license
- Currently enrolled in college or recently graduated in a related major.
- Understanding of sustainability and energy systems
- Ability to keep information confidential
- Desire to increase energy conservation facility-wide through metrics and collaboration
- Must be a solution-oriented person with a positive can-do attitude.
- Must have a high mechanical aptitude and excellent trouble-shooting ability.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and building plans.
- Ability to write routine reports and correspondence.
- Ability to communicate effectively with outside vendors and contractors as well as HDM employees and volunteers.
- Practical (Hands-on) electrical experience

### *Responsibilities and Tasks*

The intern will spend 90% of his/her time working with the museum sustainability coordinator and Energy champion on SEM related data entry, metrics, building analysis and reporting and 10% on general museum activities.

1. Will be engaged in SEM-related activities such as: projects and activities listed on the SEM annual plan, Opportunity Register, EMA Action Plan, and Engagement Plan
2. Must work a minimum of 6 hours per week
3. Attend all scheduled SEM workshops
4. Track time on Energy Trust-provided SEM intern tracking spreadsheet
5. Perform information upload to portfolio manager monthly
6. Update and implement organizational energy policy
7. Work with Chief of Facilities to update HVAC, irrigation & light schedule for museum
8. Complete building walkthrough assessments with Chief of Facilities/Energy Coach
9. Regularly review performances against target goals
10. Provide regular updates on SEM activity progress to your Energy Team members
11. Track time with an Energy Trust provided SEM intern tracking spreadsheet and provide the Chief of Facilities a copy of completed intern tracking spreadsheet. An intern must focus at least 50% of their time at the Museum on SEM-related activities.
12. Maintain and repair all HVAC and mechanical systems including Museum physical plant.
13. Must have the physical ability to perform the manual tasks required of this position including bending, twisting, crawling, climbing, stooping, and lifting 25 lbs. alone.
14. Must be able to work in extreme weather conditions.
15. Organize and lead Museum Energy Team meetings, goals, and track and report progress.
16. Work with fellow staff on various task requests both in staff and visitor areas.
17. Create and implement programs to educate staff and create an energy conscious culture.
18. Maintain equipment, fixtures and building envelope as needed to ensure efficiency.
19. Operate equipment such as hand and power tools.
20. Change out and re-lamp museum lighting, changing bulbs and adjusting fixtures as need and install switches, motion sensors and digital timers
21. Perform study by area and over time to determine energy efficiency strategy

22. Monitor overall opening/closing & operational procedures to ensure efficiency both for production and energy. Watch for deviations from procedures and help correct and educate staff and volunteers.
23. Comply with all Museum policies, procedures, and safety regulations.
24. Respond to security and emergency related incidences.
25. Conduct all work with safety in mind for co-workers, guests, volunteers, and for self.
26. Deliver a PowerPoint "Completion Presentation" on their SEM activities to Energy Team and Energy Trust team. (Copy of presentation provided to Energy Coach)
27. Attend all of the SEM workshops scheduled to occur during the internship
28. Perform other tasks and duties as assigned.

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Please send resume and cover letter to the High Desert Museum,  
attention Shannon Campbell.

[jobs@highdesertmuseum.org](mailto:jobs@highdesertmuseum.org)

<http://highdesertmuseum.org/job-opportunities>

### **Mission**

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.

