

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Strategic Energy Management (SEM) Intern	DIRECTLY SUPPORTED BY	Chief of Facilities
DEPARTMENT:	Facilities	DIRECTLY SUPPORTS:	N/A
CLASSIFICATION:	Intern, Hourly, full-time, non-exempt	SALARY RANGE:	\$20.00 an hour + \$1000 bonus upon completion

JOB SUMMARY

The Strategic Energy Management (SEM) 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 spend 95% of their time working with the Chief of Facilities and Energy Trust of Oregon team on SEM related data entry, metrics, building analysis and reporting and 5% on general museum activities. This internship begins on April 1, 2024 thru January 2025.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

95%	<ul style="list-style-type: none"> • <i>Engages in SEM-related activities such as: projects and activities listed on the SEM annual plan, Opportunity Register, EMA Action Plan, and Engagement Plan.</i> • <i>Attends all scheduled SEM workshops.</i> • <i>Tracks time on Energy Trust-provided SEM intern tracking spreadsheet.</i> • <i>Performs information upload to portfolio manager monthly.</i> • <i>Updates and implements organizational energy policy.</i> • <i>Writes Energy Management newsletter.</i> • <i>Works with Chief of Facilities to update HVAC, irrigation & light schedule for museum.</i> • <i>Completes building walkthrough assessments with Chief of Facilities/Energy Coach.</i> • <i>Provides regular updates on SEM activity progress to your Energy Team members.</i> • <i>Assists to maintain and repair all HVAC and mechanical systems including Museum physical plant.</i> • <i>Organizes and leads Museum Energy Team meetings, goals, and track and report progress.</i> • <i>Works with fellow staff on various task requests both in staff and visitor areas.</i> • <i>Creates and implements programs to educate staff and create an energy conscious culture.</i> • <i>Maintains equipment, fixtures and building envelope as needed to ensure efficiency.</i> • <i>Operates equipment such as hand and power tools.</i> • <i>Changes out and re-lamps museum lighting, changing bulbs and adjusting fixtures as need and install switches, motion sensors and digital timers.</i> • <i>Performs study by area and over time to determine energy efficiency strategy.</i> • <i>Monitors 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.</i> • <i>Responds to security and emergency related incidences.</i> • <i>Delivers a PowerPoint “Completion Presentation” on their SEM activities to Energy Team and Energy Trust team. (Copy of presentation provided to Energy Coach).</i>
5%	<ul style="list-style-type: none"> • <i>Contribute to and support the Museum’s DEAI and Environmental initiatives</i> • <i>Contribute to and support the Museum’s AZA accreditation process.</i> • <i>Assist with museum-wide events, such as Free Days, fundraising gala, etc.</i>

• *Other duties as assigned*

QUALIFICATIONS

EDUCATION/
CERTIFICATIONS

- Currently enrolled in college or recently graduated in a related major.

EXPERIENCE

- Understanding of sustainability and energy systems.
- Practical (Hands-on) electrical knowledge & experience.

SKILLS/
ABILITIES

- Excellent written and oral communication skills and the ability to interface with fellow staff and visitors pleasantly.
- Ability to work independently and be a strong team player, with minimum supervision.
- Ability to write routine reports and correspondence.
- Ability to communicate effectively with outside vendors, contractors, HDM employees and volunteers.
- Ability to commit to the full term of service of the internship.
- Ability to comply with all Museum policies, procedures, and safety regulations.
- Proficient in Microsoft Office Suite or similar software.
- Must have a valid driver’s license.

PHYSICAL
ELEMENTS

- A willingness to work occasional evenings and weekends, as necessary.

EQUIPMENT
USE

- Frequent computer and phone use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date

An Equal Opportunity Employer

We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.