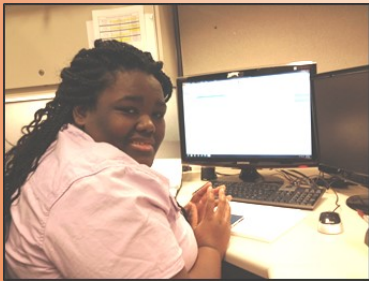


An Internship Program to Benefit The Smithsonian Institution, Staff, and Visitors



Zachary, a Project SEARCH graduate, is entirely committed to doing an excellent job for NMNH Collections Program, where he transcribes 500+ transaction cards every day.



Arrimas is an employee with OFMR Systems Engineering, where she works as an Office Automation Clerk, managing assets in SharePoint and other database programs.



Going above and beyond by getting to work by 6am during his internship with OFMR at NASM, helped Richard prepare for his role as a full-time, Building Service Worker, where he helps get the museum clean and ready for its thousands of daily visitors.

Project SEARCH Smithsonian was initiated in 2013 to create unpaid internship opportunities to help young adults who have developmental disabilities gain knowledge and skills that can lead to paid employment. This ten-month school-to-work transition program targets job seekers who benefit from total immersion in a business setting. The Project SEARCH model was founded in 1996 at the Cincinnati Children's Medical Center and has been replicated more than 250 times through the U.S. and internationally.

Project SEARCH interns participate in daily classroom instruction and gain hands-on work experiences by rotating among three 10-week unique unpaid internships. Project SEARCH interns can be found working throughout the Smithsonian Institution performing tasks that are valuable to their coworkers and Smithsonian visitors.

Could your department benefit from the contributions of a Project SEARCH intern?

Your participation in Project SEARCH gives your department access to a new diverse talent stream with skills to match your needs, while giving interns opportunities to acquire competitive, transferable, and marketable job skills that can lead to paid employment.

Here's What Smithsonian Supervisors Are Saying About Project SEARCH Interns:

"The project Vontay is working on is moving our office in a great direction. We have tens of thousands of documents that need to be filed electronically. These documents go back to 2001 and we do not have any backup of them. This work is critical and was never done before Vontay arrived." -Dylan Garon, Office of Protection Services Supervisory Management

"Project SEARCH has benefited OF&A greatly and in ways that has saved the office money. For instance when the receptionist is out of the office, Sergeo serves as the back-up and therefore additional service doesn't have to be requested" - Norma Myers, Office of Finance and Administration

To Learn How a Project SEARCH Intern Can Help Your Department, Contact:








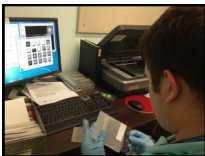
Project SEARCH SI Business Liaison, Office of Accessibility
Ashley Terrell-Rea | 202-633-4349 | Terrell-ReaA@si.edu

Project SEARCH SI Site Lead, SEEC
Hope Christensen | 301-312-7690 | hchristensen@seeonline.org

Director of Workforce Development, SEEC
Steve Blanks | 301-318-4948 | sblanks@seeonline.org

Director of Post High School Programs, Ivymount
Lu Merrick | 301-326-9195 | lmerrick@ivymount.org

Examples of Internship Sites

<p>Front Desk Freer/Sackler Museums of Asian Art</p>	<ul style="list-style-type: none"> • Answer phone: provide information and transfer calls • Escort visitors, check visitors in for meetings • Create Word and Excel documents • Mail sorting and delivery • Office supplies research: web searches to compare pricing parts 	
<p>Building Service Worker NPG, Ripley Center, NMAH, and NZP</p>	<ul style="list-style-type: none"> • Custodial maintenance in restrooms, exhibit galleries, and offices • Vacuuming, dusting, sweeping, mopping, disinfecting surfaces • Operating large, motorized, heavy machines 	
<p>Museum Technician Support NMNH and MSC</p>	<ul style="list-style-type: none"> • Identify and number bone specimens • Pest inspection of specimens • Install specimens in collection storage • Prepare specimens for preservation 	
<p>Early Enrichment Center Assistant NMNH and NMAH</p>	<ul style="list-style-type: none"> • Filing and scanning • Organizing photos • Classroom inventory • Assisting teacher with activities, setup/breakdown • Food and snack preparation 	
<p>OFMR Crafts Department</p>	<ul style="list-style-type: none"> • Organize shop • Inventory and stocking • Fire door inspections and quick fixes • Clean tools and equipment 	
<p>Office, Shipping/Delivery/ and Alarm Shop OPS</p>	<ul style="list-style-type: none"> • Digitize and file documents • Front desk support • Escorting visitors • Inventory management • Sorting shipments 	
<p>Exhibition Maintenance/ Office Assistant NPG</p>	<ul style="list-style-type: none"> • Restock visitor take aways • Prepare desk for volunteers • Maintain exhibit areas: line up benches, dust/wipe plexiglass and sculptures, pick up trash, report damages (gum stains, fallen art, etc.) 	
<p>Administrative Support NMNH Botany</p>	<ul style="list-style-type: none"> • Digitize pollen specimen media files • Document management (naming and electronically filing documents. 	

Project SEARCH interns receive classroom instruction and support from job coaches to help them succeed.

Supervisors and coworkers receive support from employment specialists to provide disability awareness training and make accommodations for interns when needed.

Project SEARCH is driven by collaboration with the following community partners:



Seeking Equality, Empowerment and Community for People with Developmental Disabilities
www.seeonline.org



www.ivymount.org



Rehabilitative Services Administration

