

Metropolitan Exposition Recreation Commission Internship Opportunity



MERC manages an amazing set of public facilities—the Oregon Convention Center, Portland Center for the Performing Arts and Portland Expo Center. The venues host 2 million people at 1,800 events each year and offer a wide range of experiences for visitors and citizens that contribute to making Metropolitan Portland a great place.

- Internship title:** MERC Construction and Capital Management Intern
- Start date:** As soon as possible
- End date:** Flexible
- Department:** MERC Administration
777 NE Martin Luther King Jr. Blvd
Portland, Oregon
- Schedule:** Internship will consist of 20-40 hours per week. A set schedule will be agreed upon to accommodate intern's school or work schedule. Duration of this employment will not exceed 600 hours.
- Time** \$15/hour
- commitment:** This internship is a non-benefited position.

Purpose and goals of internship:

Intern will be provided with the opportunity to learn about the various functional areas within MERC's Construction and Capital Management Office, and gain hands-on experience in various operating procedures, such as evaluating and cataloguing building plans, researching construction and product materials and developing ADA upgrade plans. Additionally the intern will learn general office and operational best practices, procedures and equipment.

Intern's duties and responsibilities:

- Complete an ADA upgrade plan for each facility
- Review physical plans and catalogues while eliminating duplicate plans
- Update all facilities' as-built plans
- Create a digital catalogue of all facility plans
- Review and label all plans stored online
- Research construction products/materials
- Other duties, as assigned

Required Skills and Qualifications

- Candidate will have knowledge of local building codes/requirements.
- Knowledge and ability to read and interpret architectural drawings is required
- Thorough knowledge of Microsoft Word and Microsoft Excel is required
- Proven and thorough knowledge of AutoCAD 2006 or newer is required, with specific emphasis placed on space design and layout skill.
- Candidate should be able to work alone and be self-motivated

Education Requirements:

- Working towards a bachelors or masters degree, preferably in architecture or interior design or equivalent experience

Metropolitan Exposition Recreation Commission (MERC) is a subsidiary of Metro. Available jobs and internships at Metro and MERC are posted at www.oregonmetro.gov.

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To apply: Email 1) your application, 2) Applicant Contact Information form, 3) cover letter, 4) resume and 5) the answers to the supplemental questions to Melissa Williams at melissawilliams@mercvenues.org. Please put the word "Application" in the subject line of your e-mail.

Supplemental Questions:

Please address these questions in your cover letter or on a separate page.

1. Describe your familiarity with ADA rules and regulations and building code.
2. Describe your past experience with AutoCAD including the specific types of projects/products that resulted. Please be specific.

Equal opportunity:

All qualified persons will be considered for internships without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.