



**Position Title:** Public Programs and Events Intern  
**Supervisor:** Director of Programs and Events  
**Department:** Programs and Events  
**Internship Offered:** Summer 2020  
**Status:** Unpaid Internship

**Position Overview:** The Public Programs and Events Intern will support the development and management of public programs and events. Interns interested in museum operations will learn skills in the areas of non-profit administration, research and development of programs and events, and event budgeting and execution. The commitment is from June-August 2020 as part of the Summer 2020 Museum Practice Program.

**Responsibilities:**

- Filing and record keeping for upcoming programs and events
- Maintaining existing contact database and creating new contacts for special interest groups
- Assisting in research of events
- Contacting vendors and presenters and keeping clear line of communication
- Mailing out correspondence to potential vendors
- Setting up meeting schedules and attending regular meetings. Recording minutes for program and event meetings
- Assisting with promotion of programs and events (posting events to calendars, assisting with website updates, creating focused social media posts for the marketing and development department)
- Evaluation of public events using current evaluation tools provided by supervisor
- Assist with event preparation, set-up and tear down

**Qualifications:**

- Enrolled in an undergraduate or graduate program (Recent graduates may apply)
- Have availability to be present for all public programs (nights and weekends may be required)
- Possess excellent interpersonal skills and works well with others
- Able to multitask while working independently
- Possess strong verbal and written communicational skills
- Strong attention to detail and organizational skills
- Self-motivated and flexible

**Preferred Qualifications:**

- Students interested in careers in Arts Administration, Museum Programming, Hospitality, Digital Media Marketing or related fields