



**Position Title:** Virtual Events Internship  
**Supervisor:** Director of Programs and Events  
**Department:** Programs and Events  
**Internship Offered:** Fall 2020  
**Status:** Unpaid Internship, remote work possible

**Position Overview:**

The Virtual Events Intern will support the development and management of virtual events through a variety of digital platforms. Interns interested in museum operations will learn skills in the areas of non-profit administration, research and development of digital events, and event budgeting and execution. The commitment is from September 2020-November 2020.

**Responsibilities:**

- Maintaining existing contact database and creating new contacts for special interest groups
- Assisting in research of virtual events
- Recording minutes for event meetings
- Development and implementation of a virtual event from start to finish
- Assisting with promotion of events (posting events to calendars, assisting with website updates, creating focused social media posts for the marketing and development department)
- Assist with the creation of evaluation tools for virtual events

**Qualifications:**

- Enrolled in an undergraduate or graduate program
- Possess excellent interpersonal skills and works well with others
- Able to multitask while working independently
- Possess strong verbal and written communication 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