Samuel P. Harn Museum of Art
Intern Project Description Form

Staff contact name: Phyllis DeLaney, Senior Director of Development

Department: Development

Title of Internship: Event Planning for Harn 25th Anniversary

Brief Description of Internship: A UF student studying Event Planning will provide support in assisting the Director of Development and the Annual Giving Coordinator to aid in the planning, organizing, and execution of the 25th Anniversary event that will take place in the Fall of 2015.

Date needed and duration:
Project starting Summer Semester 2014, continuing into the Fall Semester 2014, Spring Semester 2015, and Fall Semester 2015 when the event will be held.

Hours per week: 10

Specific Duties: The intern will assist in the conceptualization of the 25th Anniversary event, as well as the organizing and execution of all aspects of the event.

Qualifications needed:
- Available to work 10 hours/week during museum business hours: M-F, 8am-5pm.
- Coursework/experience in event planning and management.
- Highly organized and good at following up with others.
- Comfortable working with an array of employees and organizations.
- Able to take initiative and work independently.
- Creative problem solving and cool under pressure.
- Professional correspondence appropriate in representing the museum and the university.

Learning Objectives for intern:
- Learn how the development office at a museum functions and understand its greater end goals for events such as the Harn’s 25th Anniversary.
- Learn how to manage many different tasks simultaneously all while staying organized and poised.
- Acquire leadership skills while interfacing with the Harn Museum staff by working in a professional environment.
- Develop skills to successfully plan, organize, and execute a large-scale fundraising event.

Special application instructions for this project: Please submit a one-page paper describing your process for planning and organizing a large-scale event.

Benefits for Intern:
As a result of this project, the intern will have had experience as a key organizer for a large-scale fundraising event.