Samuel P. Harn Museum of Art  
Intern Project Description Form

Staff contact name: Phyllis DeLaney, Senior Director of Development

Department: Development

Title of Internship: Harn 25th Anniversary Book

Brief Description of Internship: A UF student studying non-profit, event planning, or graphic design will assist the Director of Development and Annual Giving Coordinator by creating a book commemorating the Harn’s 25th Anniversary. The book will need to be completed and printed before September of 2015.

Date needed and duration:
Project will start during the 2015 Summer Semester with major completion at semester end. Opportunity to continue assisting with 25 Candles Event during the 2015 Fall Semester.

Hours per week: 10

Specific Duties: The intern will gather historical materials including photographs, articles, and documents to use in creating the Harn’s 25th Anniversary book. The intern will use these materials to create an organized and comprehensive book, commemorating 25 years of the Harn. The book may be created using a book software application such as Blurb.

Qualifications needed:
- Available to work 10 hours/week during museum business hours: M-F, 8am-5pm.
- Coursework/experience in working on large-scale creative projects.
- Highly organized and good at following up with others.
- Comfortable working with an array of employees and organizations.
- Able to take initiative, work independently and stay organized.
- 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 stewardship 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 creative project as part of donor stewardship.

Special application instructions for this project: Please submit examples of previous creative and graphic design work.

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