Samuel P. Harn Museum of Art
Project Description Form

**Intern Project Supervisor:**  Vicki Tyson

**Department:**  Visitor Services

**Title of Internship:**  Rental Events Assistant

**Brief Description of Internship:**
The intern will work directly under the supervision of the Museum Rental Coordinator in regard to planning and staffing events that are held at the Museum.

**Date needed and duration** (semester, year, etc.)
ONGOING (offered every term)

**Hours per week:**  Hours will vary, based on event schedule. Average 5 to 10 hours per week (not more than 10 hours).

**Specific Duties:**
The intern will be involved with the logistics of planning and organizing events including working in the capacity of liaison between the rental representative, catering, and Harn staff including security.

**Qualifications needed:**
- Available 10 hrs/wk.
- Excellent Verbal and Written Communication Skills
- Excellent Organizational Skills

**Learning Objectives for intern:** (what will the student learn from this experience?)
The intern will gain experience in event planning including budgeting, contracting, advancing, and scheduling.