

Samuel P. Harn Museum of Art

Intern Project Description Form

Staff Contact Name: Vicki Tyson, Museum Rentals Coordinator

Department: Museum Rentals

Title of Internship: Rental Events Assistant

Brief Description of Internship:

This intern will work closely with the Museum Rentals Coordinator to manage the museum rental program of the Harn Museum of Art. This position is responsible for the day-to-day management of the rental program, including customer service, scheduling, coordinating support services, and dissemination of information concerning facilities use and related financial management tasks.

Date needed and duration: Fall 2017

Hours per week: Hours will vary, based on training and event schedule.

Specific Duties:

- This position works directly with internal and external customers, providing customer service through email correspondence, phone calls, and on site visits.
- Represent the Rental Program at meetings including Staff meetings, Exhibition Committee Meetings, and others as needed.
- Assists clients with event planning and implementation that complies with established Harn Museum of Art policies.
- Manages the Harn Events Calendar in terms of availability and schedules space use for rental activities.
- Responds to rental inquiries showing facility rental space to potential clients.
- Participates in the development of fee schedules specific to rental inquiries.
- Coordinates A/V support requirements with the Director of Museum Technology.
- Assists with design of event setup requests and coordinates setups/break downs with Facility Coordinator or designated personnel.
- Works with the Security Supervisor to coordinate security for events.
- Reports to the Director of Operations when the Museum Rentals Coordinator is not available.

Qualifications needed:

- Classes or demonstrated knowledge in event planning.
- Dependable and punctual; professional demeanor.
- Excellent interpersonal skills and maturity.
- Strong research, writing and critical thinking skills.

Learning Objectives for Intern:

- Gain experience in event planning and understanding in museum operations.
- Gain skills that will give you a head start into your field.
- Establishing relationships with mentor and potential employment.