Samuel P. Harn Museum of Art
Project Description Form

Intern Project Supervisor: Vicki Tyson

Department: Museum Rentals

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: 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: The intern will gain experience in event planning including budgeting, contracting, advancing, and scheduling.