

Samuel P. Harn Museum of Art

Intern Project Description Form

Staff contact name: Kathryn Rush, Store Manager

Title of Internship: Museum Retail Management Intern

Department: Marketing and PR

Brief Description of Internship: Management intern to assist Store Manager in multiple aspects of store operations.

ONGOING Intern Project – offered every term

Hours per week: 10-15

Specific Duties: Management intern will work with Store Manager on continuing to develop market research strategy and marketing plan for the Museum Store; work on planning & executing store events; assist in finding and designing new merchandise and creating displays. Research will include investigation of the Cultural Commerce Industry & Museum Store Retail on a national level.

Qualifications needed:

- Available 10-15 hrs/wk during museum business hours:
 - M – F 8 am-5 pm
 - Saturday 10 am – 5 pm
 - Sunday 1 pm – 5 pm
- Proficient in Microsoft Word, Excel and PowerPoint
- Ability to handle multiple projects and multi-task
- Strong interest in retail management and/or marketing

Objectives for intern:

Intern will gain on-the-job experience in small business, retail management and marketing.