

Samuel P. Harn Museum of Art

Intern Project Description Form

Staff contact name: Kelly Harvey, Director of Development

Department: Development

Title of Internship: Event Planning Internship

Brief Description of Internship: A UF student studying or possessing event planning experience will provide support to the Director and the Assistant Director of Development by researching, developing, and managing a series of events held at and outside of the museum with the goal of elevating engagement and generating revenue. These events may include; but are not limited to Member pARTies, Harn Mixers, Harn on Tap, Museum Store events (e.g. Mini Art Sale reception), on-campus outreach/tabling, and other membership-driven/fundraising events in partnership with the UF Alumni Association/Gator Clubs.

Date needed and duration: Project starting spring 2018, with the option to continue as desired.

Hours per week: 10

Specific Duties: The intern will help organize and execute all aspects of each event as assigned.

Qualifications needed:

- Available to work 10 hours/week during museum business hours: M-F, 8am-5pm; and alternatively, during Museum Nights: 2nd Thursday of each month (6-9pm) and at other development/membership-related special events such as pARTies and the Harn Director's Dinner (typically held on Thursday or Friday evenings, 5-10pm)
- Coursework or experience in event planning and management.
- Highly organized and good at following up with others.
- Comfortable contacting and working with an array of individuals and organizations.
- Able to take initiative and work independently
- Creative problem solving and cool under pressure.

Learning Objectives for intern:

- Learn how the development office at a museum functions and understand its strategic goals/objectives for special events
- 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 series of special events

Benefits for Intern:

As a result of this project, the intern will have had experience acting as the key organizer for series of fundraising events.