

# Samuel P. Harn Museum of Art

## Intern Project Description Form

**Staff contact name:** Megan O'Brien, 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 achieving strategic goals for the Museum. As outlined in the Store's Action Plan, these goals involve fostering collaboration both locally and nationally, having products and events that are engaging and relevant to the current exhibitions, developing a sense of belonging to the museum by improving the overall store experience, and integrating technology to help drive business and customer relationships. Intern will be tasked with independent projects and other duties as needed to assist Store Manager in day to day operations. Specific assignments may include: planning and executing store events, sourcing new merchandise and creating displays, data reporting and analysis, researching the Cultural Commerce Industry and 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.