

Samuel P. Harn Museum of Art

Intern Project Description Form

Staff Contact Name: Salina Cardias, Director of Visitor Engagement
Kelsie Rybak, Rental Coordinator

Department: Department of Visitor Engagement, Museum Rentals

Title of Internship: Museum Rental Events Intern

Brief Description of Internship:

This intern will work closely with the Rental 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. This position is also responsible for day-of event coordination in conjunction with the Rental Coordinator.

Date needed and duration: Spring 2023 semester

Specific Duties:

- This position works directly with internal and external customers, providing customer service through email correspondence, phone calls and onsite visits.
- 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.
- Coordinates logistics during events at the Harn Museum. Hours and days for these events will vary.

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

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.