

Samuel P. Harn Museum of Art
Intern Project Description Form

Staff Contact Name: Salina Cardias, Director of Visitor Engagement
Kat Perlstein, Rental Coordinator

Department: Department of Visitor Engagement, Museum Rentals

Title of Internship: Museum Rental Events Intern

Date needed and duration: Spring 2024

Hours per week: Hours will vary, based on training and event schedule. Availability on some nights and weekends is expected.

Brief Description of Internship:

This position will work closely with the Rental Coordinator to assist in management of the museum rental program of the Harn Museum of Art, which includes assisting with pre-event execution and day-of event duties. The Museum Rental Events Intern will also assist with event promotion efforts to reach new clients, encourage repeat business, promote the Harn Museum's internal events, and grow the museum rentals program.

Specific Duties:

- Assists Event Coordinator in planning campus outreach activities that align with the Harn Museum strategic plan.
- Develop and implement tools for collecting data to accurately measure guest satisfaction.
- Assist Event Coordinator in showing facility rental space to potential clients.
- Assist Event Coordinator in pre-event execution duties, such as coordinating day-of logistics for events at the Harn Museum and communicating timeline with security and a/v team.
- Assist Event Coordinator in day-of event duties.
- Participate in event planning duties, such as booking catering, décor, and musicians for internal events.

Qualifications Needed:

- Knowledge of basic marketing strategies.
- Proficiency with Microsoft Office Suite and Adobe Suite.
- Creative and resourceful.
- Proven interest in working in the event planning field.
- Willingness to learn and grow throughout the semester.
- Dependable and punctual; professional demeanor.
- Excellent interpersonal skills and maturity.

Learning Objectives for Intern:

- Gain skills related to event promotion.
- Gain experience in coordinating events.
- Gain experience in working with a team to produce a successful event.