

1105 Samuel P. Harn Museum of Art
Intern Project Description Form

Staff Contact Name: Kat Perlstein, Rental Coordinator

Department: Department of Visitor Engagement, Museum Rentals

Title of Internship: Museum Events Intern

Date needed and duration: Fall 2024

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

Brief Description of Internship:

This role involves collaborating closely with the Rental Coordinator to assist with various responsibilities during events held at the Harn Museum of Art. Additionally, as the Museum Events Intern, you'll play a role in planning internal events, particularly those targeted towards students. This includes tasks such as working with other Harn departments, communicating with vendors, and ensuring that events run smoothly to provide a positive experience for attendees.

Specific Duties:

- With help from the Rental Coordinator, plans internal events that align with the Harn Museum strategic plan, focusing on student engagement and events tailored towards students.
- Support the Event Coordinator by giving tours of the facility rental spaces to prospective clients.
- Aid the Event Coordinator in pre-event execution tasks, including coordinating day-of logistics for events at the Harn Museum and communicating timelines with the security and A/V team.
- Assist the Event Coordinator with day-of event responsibilities, including event setup, assisting guests, resolving event-related issues, and cleanup tasks.
- Contribute to event planning responsibilities, including arranging catering, decor, and musicians for internal events.

Qualifications Needed:

- Creative and resourceful.
- Proven interest in working in the event planning field.
- Dependable and punctual; professional demeanor.
- Excellent interpersonal skills and maturity.

Learning Objectives for Intern:

- Gain hands-on experience in museum operations by supporting the coordination, planning, and promoting of events to enhance visitor engagement and outreach.
- Develop strong teamwork skills by collaborating in a dynamic environment to ensure the effective delivery of events.
- Cultivate the ability to organize and execute a series of events with lasting impact at the Harn Museum.