



**Museum Administration-Development
Special Events
Position Description**

Goal of internship:

The internship will provide the student with an introduction to standard museum practice and provide hands-on experience in museum work. By the end of the term, the intern will be fully familiar with the function of the Special Events department within the museum setting. This will include assisting with museum special events, rental arrangements and the Museum's primary fundraising event, the Renaissance Ball.

Objectives:

The intern will assist the Manager of Special Events on a variety of museum projects related to Special Events including museum set-up, coordination of rental agreements and logistics, mailings and coordination with other Museum departments on events.

The intern will gain hands-on experience in a Special Events department of mid-sized museum.

The intern will assist the Manager of Special Events in the normal daily work within the department.

Evaluation:

The intern will be evaluated on the basis of his or her performance of the above tasks and the degree of independent thinking which (s)he approaches the assigned tasks.

At the end of the internship period, a Museum Intern Evaluation form will be completed by the staff supervisor(s).

It is strongly recommended that the student keep a journal of their experiences at the museum. While this is no longer a requirement of the museum, it is an excellent way for the college to be informed of the nature of the student's activities, and an opportunity for the student to reflect on the term's experiences.