



MUSEUM OF SCIENCE & HISTORY

1025 Museum Circle • Jacksonville, FL 32207 • (904) 396-6674 • www.themosh.org

Event Management and Planning Intern POSITION DESCRIPTION

DEPARTMENT:	Special Events
IMMEDIATE SUPERVISOR:	Special Events and Public Programs Manager
STATUS:	College Internship (unpaid)
HOURS:	100 Hours Minimum

POSITION PURPOSE: The purpose of the Events Management and Planning Intern position is to assist with the planning, logistics and implementation of the museum's public and special events. This will include working with vendors, researching trends in museum events, creating logistical folders and setup plans and assisting with day of event management.

DUTIES AND RESPONSIBILITIES:

- Organization and logistical support for events surrounding MOSH's 75th Anniversary
- Research and strategize program ideas for the 2017 MOSH after Dark series
- Assembling materials for marketing brochures
- Planning programming and logistics for openings and Members events.

SPECIAL AUTHORIZATION:

The Events Management Intern is authorized to have access to all general museum areas, office areas and storage.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

Candidates should be of Junior/Senior or higher status with major coursework towards a degree in Hospitality Management, Event planning and Non-profit studies, etc. Candidates will be asked to research and program materials and assist with programming events.

SKILLS AND ABILITIES

- Knowledge of Microsoft Word and Excel
- Excellent research, writing, and customer service skills
- Some artistic and design experience helpful, but not required
- Knowledge of Microsoft Publisher, PowerPoint, and Adobe
- Ability to work independently

TIME COMMITMENTS:

Interns are responsible for completing the required number of hours set forth by their college or university in order to receive college credit. Interns seeking degree enrichment (not for credit) must complete 100 hours during the semester for completion of the program.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of interns assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time.

ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

(Print Name)

Date

(Signature)