



## Museum of Science & History

1025 Museum Circle • Jacksonville, FL 32207 • 904.396.6674 • [www.themosh.org](http://www.themosh.org)

### Special Events Intern POSITION DESCRIPTION

<b>DEPARTMENT:</b>	Guest Relations
<b>IMMEDIATE SUPERVISOR:</b>	Special Events Manager
<b>STATUS:</b>	College Internship (unpaid)
<b>HOURS:</b>	Minimum 100 hours per semester

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#### POSITION PURPOSE:

Intern will work under the guidance of the Special Events Coordinator on various meetings and special events. Intern will be asked to coordinate events for Corporate and Social clients, assist with logistics and development from beginning to completion of event.

#### DUTIES AND RESPONSIBILITIES:

- Work with Special Events Manager to coordinate event logistics
- Help with proposal writing and client walk--thru
- Assist Guests with questions and museum experiences while visiting MOSH
- Event Planning, Promotion, and on-site execution including set-up and breakdown
- Act as a communication liaison to all department at MOSH regarding scheduling and detailing of meetings and events of both internal and external clients.
- Maintain up to date event documents, including contracts, agreements, and logistic forms
- Procure and organize supplies and schedule catering for events
- Shadow department staff, offering input into projects, will be invited to certain meetings and may be asked to assist other departments.
- Other duties as assigned and agreed upon by supervisor and intern.

#### SPECIAL AUTHORIZATION:

The Special Events Intern is authorized to have access to all general museum areas, catering space, kitchen and rooftop.

#### 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 or Liberal Studies. Other Major considered on a case – by – case basis.

**SKILLS AND ABILITIES**

- Strong Communication and interpersonal skills
- Must have an interest in event planning
- Some late evening and weekends will be required
- Previous event volunteer experience a plus
- Working knowledge of Microsoft Word, Excel and Outlook
- Ability to lift 50lbs and stand for periods of time
- A ‘can do’ attitude and desire to learn
- Ability to follow instructions and also work independently
- Creative and detail oriented

**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 not receiving college credit for their internship must complete a minimum of 120 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.

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**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.

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(Print Name)

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Date

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(Signature)