



NBMAA.ORG

SPECIAL EVENTS INTERNSHIP

FALL/SPRING/SUMMER

REPORTS TO: SPECIAL EVENTS COORDINATOR, DIRECTOR OF DEVELOPMENT

FOR ACADEMIC CREDIT ONLY

(12-15 HR/WEEK MINIMUM, FULL-TIME OPTIONAL)

Interns are responsible for assisting the Special Event Coordinator with a variety of clerical, administrative and creative tasks in relation to the special event.

Interns will gain event planning and marketing experience while networking and gaining valuable development skills.

TASKS INCLUDE BUT MAY NOT BE LIMITED TO THE FOLLOWING:

- Assisting Special Event Coordinator with planning and execution of special events
- Assist in creating and processing venue contracts
- Corporate mailings and event paperwork as needed
- Equipment management
- Data management in relation to the Special Event
- Interactions with community organizations, donors, and artists
- On-site event management for Special Events as needed (may include some weekends and evenings)

VISITOR AND VOLUNTEER SERVICES

- Welcome event guests and orient them to the Museum and event

MUSEUM DEVELOPMENT

- Coordinate with Development staff, prospective and corporate sponsors, and facility rental incentives

INTERNSHIP PROGRAM APPLICATION

Date _____

Application Deadlines (Check one)

Fall / July 1

Spring / November 1

Summer / April 1

GENERAL INFORMATION

Name _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____

e-mail _____

Which Internship are you applying for? _____

Current School _____

Location of Current School _____

Major/Minor/Concentration _____

Level at Current School _____

Expected Degree _____

G.P.A. _____ Graduation Date _____

Previous School (if applicable) _____

Location of Previous School _____

Major/Minor/Concentration _____

Awarded Degree _____

G.P.A. _____ Graduation Date _____

Relevant Course Work _____

Relevant Research Projects _____

Relevant Community/Volunteer Activities _____

Current/Previous Employer _____

Location of Current/Previous Employer _____

Job Title and Duties _____

Dates worked at Current/Previous Employer _____

Name of Previous Employer _____

Location of Previous Employer _____

Job Title and Duties _____

Dates Worked at Previous Employer _____

Office Skills _____

Computer Skills _____

Language Skills _____

Art Handling Skills _____

Other Relevant Skills _____

PROFESSIONAL REFERENCES

Name _____

Relationship _____ Telephone _____

Name _____

Relationship _____ Telephone _____

You would (circle one):

Receive academic credit through your school for this internship

Volunteer your time for this internship

How many hours each week would you like to work? _____

Note: 12-15 hours each week are required

Which days and hours are you available to work? _____

Note: Monday through Friday 10 a.m. – 5 p.m.

How did you learn about the NBMAA internship program? _____

If anyone, who recommended you to the NBMAA? _____

RETURN COMPLETED APPLICATION WITH COVER LETTER AND RÉSUMÉ BY MAIL OR EMAIL TO:

FOR CURATORIAL INTERNSHIPS:

Assistant Curator

New Britain Museum of American Art

56 Lexington Street

New Britain, CT 06052

☎ (860) 229-0257, ext. 218

@ rogulinaa@nbmaa.org

ALL OTHER INTERNSHIPS:

Manager of Visitor & Volunteer Services

New Britain Museum of American Art

56 Lexington Street

New Britain, CT 06052

☎ (860) 229-0257, ext. 247

@ regant@nbmaa.org

