

## Special Events Internship Learning Plan

**Role:** Special Events Intern  
**Pay Status:** Unpaid  
**Mentor:** Special Events Manager

**Department:** Marketing  
**Classification:** Intern Volunteer  
**Time Span:** 5 months, 10-15 hrs/week

### Summary:

The Children's Museum of Phoenix is looking for a motivated, outgoing individual to contribute to our Special Events team. The Special Events intern will have the opportunity to work in a fun, playful environment, learn new skills, and directly assist the Special Events Manager and Special Events Coordinator by taking ownership of a wide range of projects related to the field of Event Planning and Marketing. The intern will create a new database of event planners and industry professionals, be responsible for researching venues and comparing pricing & logistics, preparing event supplies and managing inventory, and evaluating and researching new marketing opportunities. In addition, the intern will be responsible for setting appointments with leads, giving venue tours, and closing venue sales. In addition, the Special Events intern will have the opportunity to run an event from start to finish, including planning, organizing, managing staff, and being the main point of contact during the event. The intern will participate in Special Events and Marketing Department meetings, as well as attend meetings with clients and event planning mixers. This internship is intended to be educational and will give the needed experience and skills to anyone looking to enter into Event Management as a career. The intent is that the intern gains a better understanding of Special Event Management in a non-profit setting.

### Main Knowledge Objectives *(This is a list of what the intern can expect to learn)*

- Leadership & staff management skills
- Organizational & time management skills
- Event venue sales
- Raiser's Edge & Patron's Edge database management
- Client management
- Marketing research
- Event planning

### Qualification/Requirements:

- Organized and dependable, with high attention to detail
- Positive, fun-loving attitude, and a strong desire to learn about event planning
- Responsible and eager to take initiative
- Can-do attitude and willingness to do what it takes to get the job done
- Excellent phone etiquette
- Working knowledge of Microsoft Office Suite is a must
- Skills in presentation and interpersonal relations
- High level of professionalism, be on time, meet deadlines, and follow-through
- Performs well in environment that values creativity, flexibility, enthusiasm, and adaptability
- Audio/Visual experience is preferred, but not required

### Education Requirements:

- College/University student working towards a degree in either Marketing, Sales, Public Relations, or Museum Studies. Graduate students may also apply.

### Physical Requirements:

- Must be able to sit for extended periods of time in front of a computer and must have excellent communication skills (i.e., communicate clearly and effectively in both written and spoken English). Must be able to stand for extended periods of time on the floor for up to 8 hours and must be able to see well and able to read fine print. Must be able to lift boxes weighing up to 25 pounds - managing events at the museum and interacting with guests requires standing, walking, kneeling, stooping, bending and crawling as well as carrying and/or lifting materials.

To apply, please go to <http://childrensmuseumofphoenix.org/>, click on the "About Us" and then the "Job Opportunities" pages. Download the internship application and send with resume to the following: