



Internship Title: SPECIAL EVENTS INTERN

About Associates: **Smithsonian Associates** advances the Institution's mission "to increase and diffuse knowledge" through life-enriching educational and cultural experiences inspired by the Smithsonian's research and collections for DC-region students, families, and adults, and for learning communities nationwide.

Intern Duties: Promotional and programmatic support for the large scale public events, with a special focus on after-hours, Smithsonian-wide programs for young professionals. The intern will assist with general event planning as well as social media outreach. Tasks include:

- Maintaining, enhancing, & providing content for social media pages on Facebook, Twitter, & Instagram
- Researching similar events in DC and beyond and suggesting best practices
- Logistical planning, including communicating with vendors, volunteers, partners, artists and performers; ordering supplies; and attending planning meetings and discussions
- Event implementation, including greeting the general public and answering questions; helping with set-up and clean-up; and supporting vendors, partners, artists and performers by addressing equipment, technical, and other needs
- Assists the programming department with additional duties as assigned.

Professional Development

Opportunities:

- Apply internet research skills and gain experience in social media marketing
- Develop experience in event planning and production
- Improve writing skills through a variety of communication mediums (formal correspondence, marketing materials, web content)
- Expand professional network in producing events

Qualifications:

- Ability to work efficiently with attention to detail
- Familiarity with Microsoft Word & Microsoft Excel
- Internet research skills, including social media and networking sites
- Knowledge of and interest in culture, art, science and/or history and programming in a museum setting
- Strong interpersonal and written communication skills
- Ability to creatively solve problems as they arise and work with loose supervision
- Must be able to interact with different types of people while maintaining a professional demeanor.

Seasons: Spring (Jan - May), Summer (June - Aug), Fall (Sept - Dec)

Time Commitment: 25 hrs/week; 1 full semester

Schedule: Mon - Fri, 10:00am to 3-4:00pm, plus 3-5 evening events throughout the semester

Supervisors: Lauren Rosenberg, Program Coordinator, and Rebecca Roberts, Program Coordinator

Compensation: All Associates internships are unpaid and housing is not provided. College credit may be granted, but must be coordinated in advance with the intern's university/college.

Location: S. Dillon Ripley Center, Smithsonian Institution, Washington, D.C.

To be considered in the first round of applications, please submit your materials by the dates below:

Fall Positions: July 1

Winter/Spring Positions: October 1

Summer Positions: February 1

Applications received after these dates will still be considered on an as-needed basis.

To Apply: Complete the online application at <http://SmithsonianAssociates.org/Internships>. Questions can be directed to the Intern Coordinator at TSAInternships@si.edu or 202.633.8631.