



Internship Title: SPECIAL EVENTS AND ADULT EDUCATION PROGRAMMING INTERN

About Associates: For more than 50 years, **Smithsonian Associates**—the largest museum-based education program in the world—has produced vibrant educational and cultural programming that brings the Smithsonian to life. Inspired by the Smithsonian's research, collections, and exhibitions, each year nearly 1,000 public programs spark creativity and excite learning in people of all ages.

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.

Intern will also assist with all aspects of Associates' core programming, including:

- Research, booking, budgets, speaker selection, contract negotiation, space rental, catering, technology requirements, logistical set-up, and marketing
- Event implementation, including greeting the general public and answering questions; helping with set-up and clean-up; and supporting vendors, partners, speakers and performers by addressing equipment, technical, and other needs
- Assist with staffing duties during some evening and weekend programs
- Assists the programming department with additional duties as assigned.

Learning Objectives:

By working closely with the program coordinators, the intern will gain experience in all aspects of program and event production, including: budgeting, performance reporting, customer service, trouble-shooting/problem-solving, adapting to different situations, multi-tasking, creative thinking, researching, coordination at events, creating and maintaining inventories, editing promotional materials, communication, box office and house management, organization and time management, event management.

- 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

The intern will also create an individual project based on their interests and career goals. This is usually a proposal for a program or series of programs where they are able to create a theoretical event from start to finish guided by their mentor. This practice should give them the opportunity to learn how to create an event for a specific audience, create a budget, find an appropriate speaker or speakers, create various marketing and logistical documents, and then present it to the programming team.

Pre-Requisites:

- 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.
- Experience and/or interest in educational public programming, museum programming, house management, arts management, and/or event planning
- Background or strong interest in culture, art, science and/or history or event planning required
- Ability to work quickly with attention to detail both independently and as a team

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 Heather Jaran, 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: Virtual; 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 Associates-Internships@si.edu or 202.633.8623.

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