

Special Events Internship

The MAC is seeking an energetic, flexible, enthusiastic individual to assist our Special Events Manager and the Development team in all areas of event management support. The Special Events Intern will work directly with the Special Events Manager in planning, promoting, supporting and executing special events including, but not limited to, intimate cultivation and stewardship dinners, larger cultivation events on and off campus, current and new member receptions, corporate sponsorship and corporate membership events, auctions, and galas. The Intern will also assist the Special Events Manager with non-Development-related Museum facility rentals. This **unpaid/for-credit** internship will be approximately 15 - 20 hours per week from September to June.

This is an Opportunity to:

- Gain experience working in a professional environment
- Receive advice and mentorship from museum staff
- Earn college credit

Specific duties could include:

- Taking RSVP's and managing RSVP lists
- Creating nametags for events
- Researching, calling and negotiating with external vendors for discounts and in-kind support
- Set up and break down day of event; assist with day of event coordination
- Registration support for larger events
- Assisting with creating copy, editing, and proofreading event materials such as invitations, scripts, programs, acknowledgements, etc.
- Administrative duties such as: filing, data entry, faxing, copying, responding to phone calls, answering emails and researching and updating information
- Catalogue and organize items for auctions
- Procure and organize supplies for upcoming events

Required Qualifications

- Working toward a college degree, preferably in a related field
- Exceptional interpersonal and customer service skills
- Possess outstanding organizational and time-management skills with the ability to manage multiple detail-oriented projects simultaneously
- Strong written and oral communication skills
- Professional, calm demeanor; project a positive image of the MAC
- Flexible schedule to accommodate Museum events (some evenings and weekends required)

Preferred Qualifications

- Proficient with Microsoft Office and comfortable with social media outreach
- Prior event experience in a not for profit environment
- Prior experience working in Development or understanding of Development and fundraising principles
- Passion for arts and culture

**Your Museum.
Your Art.
Your Culture.**

2316 West First Avenue
Spokane, WA 99201
northwestmuseum.org
509 456 3931

To apply please send the following materials to Volunteer Programs Assistant,
Linda Strong, at Linda.Strong@northwestmuseum.org with the subject line **“Special Events Internship.”**

1) Resume

2) Cover letter explaining how you meet the position’s qualifications

3) Completed volunteer/intern application (available on the museum’s website)

About the MAC

The Northwest Museum of Arts & Culture (MAC) seeks to engage our audiences in the appreciation of art, history, and culture of the Inland Northwest and beyond through collection stewardship, exhibitions, and programs that enrich and inspire. Established in 1916, the MAC is the oldest cultural organization in Spokane, Washington, and serves over 100,000 visitors each year from eastern Washington, northern Idaho, western Montana and southern Alberta. The museum collections contain over 63,000 objects, including the largest known collection of Plateau tribe art and artifacts