

EVENTS INTERNSHIP

DESCRIPTION

The Bechtler Museum of Modern Art Events Internship is designed to provide a hands-on work experience that includes a basic understanding of the museum's event rental, marketing and education departments through the scope of special events paired with administrative tasks. The selected events interns will report to and work very closely with the museum's events manager.

Events interns must be able to commit to approximately 20 hours of work per week or more depending on the number of scheduled events.

The Bechtler Events Internship is a rare opportunity to build upon existing museum relationships as well as engage and introduce new audiences to one of Charlotte's most exciting new cultural institutions. The Bechtler's client base consists of corporate and community sponsors, business and political leaders and non-profit organizations. The museum hosts meetings, conferences, presentations and lectures, cocktail receptions and seated dinners all days of the week, at all times of day. The right candidates must be flexible with his or her hours, as many events are held on nights and weekends. The position consists of the following tasks:

- Update and organize upcoming event information
- Put event package information together and make sure the visitor services desk is stocked
- Assist with setup and breakdown of events
- Attend client meetings to observe and take notes
- Use Microsoft Office and Outlook to manage projects
- Update event information on the Bechtler's master events calendar, as well as update the Levine Center for the Arts master calendar
- Research potential clients via internet, phone, and correspondence with event/marketing information. Build a database of potential clients
- Run errands when necessary
- Help answer phones when necessary and call clients
- Serve as bartender or cashier during select in-house museum programming/educational events
- Attend industry specific events/meetings to learn and observe

The right candidates should be organized and possess strong communication skills and a positive attitude. These interns should preferably be working toward a degree in Events Management or a related field.

The Events Internship is unpaid but may count as course credit with prior approval from a college/university. Events interns will be responsible for the cost and coordination of transportation to and from the internship site.

HOW TO APPLY

Please complete and submit to the Bechtler Museum of Modern Art Internship Application to:



BECHTLER
MUSEUM OF
MODERN ART

EVENTS INTERNSHIP

Internship Program
c/o Bechtler Museum of Modern Art
420 S. Tryon Street
Charlotte, NC 28202

Or Internship@bechtler.org