

TITLE: Event & Hospitality Management Intern
Reports to: Event Managers

Site Coordinator- Volunteer & External Operations Manager
POSITION: Part-Time 19 hours per week

Summary of Responsibilities and Essential Job Functions:

The Event & Hospitality Management Intern will be responsible for assisting and acclimating in the various areas of the Events Department at the Perot. They will work with the Events team to organize, plan, execute and communicate on internal and external events. The EHMI will become well versed in the events and operations side of a museum non-profit organization while also being challenged to work cross departmentally and develop skills such as hospitality, facilitation, time management and external operations.

Essential Job Duties and Responsibilities:

- Create function forms for all upcoming, contracted events
- Organize individual folders for contracts, floor plans, guidelines function forms and other necessary information/documentation
- Revise and maintain master event calendar using specific guidelines and color coding criterion
- Update and maintain Salesforce documentation
- Track and maintain waivers
- Attend site tours
- View and update wedding information
- Other duties as assigned

Required Qualifications:

- Proficient working knowledge of network computers and various software programs including Excel, Word, Outlook and Power Point is required.
- High School diploma

Preferred Qualifications:

- Experience hosting, planning and/or coordinating small to large scale events
- Social media management (Instagram, Twitter)
- Evening availability
- Experience/interest in hospitality industry

Personal Characteristics:

The Event & Hospitality Management Intern shall demonstrate competency in all of the following -

- **Ethical Behavior** - understand ethical behavior in business practices and ensure that personal behavior and behavior of others is consistent with these standards and is aligned with the values and mission of the Museum of Nature & Science.
- **Relationship Building** - establish and maintain positive working relationships with others, both internally and externally, in order to achieve and represent the goals and ideals of the Museum and the volunteer program.
- **Effective Communication** - Speak, listen and write in a clear, concise, thorough and timely manner using appropriate grammar and effective communication tools and techniques.

- **Customer Service-** Focus on customer service, foster teamwork and serve as a positive influence for others.

Working Conditions:

The Event & Hospitality Management Intern is in an office environment, but effective completion of the duties outlined may require them to travel to non-standard workplaces or spend time outside. The Event & Hospitality Management Intern will be asked some Thursday evening events.

Required to stand, bend, stretch, occasionally lift and carry 15-20 pounds, and may occasionally walk long distances. Use of personal vehicle, mileage paid for by MNS, may be required for attendance at other events.

To Apply:

Application Instructions: Please submit your resume (required) and cover letter (encouraged) to Nina Gregory, Volunteer & External Operations Manager via email at nina.gregory@perotmuseum.org with the following subject line [Internship Title], [First and last name].