

Samuel P. Harn Museum of Art

Intern Project Description Form

Staff contact name: Kelly Harvey, Director of Development

Department: Development

Title of Internship: Event Planning Internship

Brief Description of Internship: A UF student studying or possessing event planning experience will provide support to the Director of Development and the Assistant Director of Development by planning, organizing, and managing a series of events held at and outside of the museum with the goal of generating revenue. These events could include but are not limited to: Fall Member pARTy, Harn Mixers, "Hops at the Harn," Summer Shopping Event for Members, and other membership-focused events in partnership with the UF Alumni Association/Gator Clubs.

Date needed and duration: Ongoing

Hours per week: 10

Specific Duties: The intern will help organize and execute all aspects of each event as assigned.

Qualifications needed:

- Available to work 10 hours/week during museum business hours: M-F, 8am-5pm.
- Coursework or experience in event planning and management.
- Highly organized and good at following up with others.
- Comfortable contacting and working with an array of individuals and organizations.
- Able to take initiative and work independently
- Creative problem solving and cool under pressure.

Learning Objectives for intern:

- Learn how the development office at a museum functions and understand its greater end goals for events such as "Come for Cocktails."
- Learn how to manage many different tasks simultaneously, all while staying organized and poised.
- Acquire leadership skills while interfacing with the Harn Museum staff by working in a professional environment.
- Develop skills to successfully plan, organize, and execute a series of fundraising events.

Special application instructions for this project: Please submit a one-page paper describing your process for planning and organizing a large-scale event.

Benefits for Intern:

As a result of this project, the intern will have had experience acting as the key organizer for series of fundraising events.