Internship Opportunities at the Arizona-Sonora Desert Museum

Thank you for your interest in interning with the Arizona-Sonora Desert Museum. Below, you'll find a list of available internships; please click on the link to view more details. If the internship aligns with your interests, availability and academic goals, please fill out and submit an internship application, as well as submitting a cover letter and résumé to Allison Miller (Volunteer & Internship Programs Coordinator) either by uploading with your application, by email (amiller@desertmuseum.org) or by mail (2021 N. Kinney Road, Tucson AZ, 85743). If you have any questions or need additional information, please don't hesitate to call 520-883-3071.

Event Intern (Marketing)

Internship Description:

The Event Intern will assist the Event Specialist in facilitating internal museum events, along with the planning and execution of a wide range of rental events which include: weddings, corporate meetings, conference dinners and other celebratory activities.

This is an unpaid position and there is no housing provided. For school credit, check with your adviser regarding the requirements of your college.

Internship Schedule:

Interns must be flexible with their schedules and be able to work approximately 16 - 24 hours per week; evenings, weekends and holidays are required during one of the following, 16 week terms (terms can be extended based on performance and internship goals):

- Fall 2014 (October - January)
- Spring 2015 (February - May)

Internship Duties (including but not limited to):

- Creating/maintaining individual event files
- Entering information into databases
- Assisting with site visits for prospective event clients
- Communicating with museum staff regarding their event needs
- Preparing materials for weekly event meetings
- Assisting with event setup
- Interacting with vendors
- Trouble-shooting client needs
- Preparing and presenting an approved project (of interns choice)

**Requirements:**

Applicants must currently be enrolled in a college or university at a junior or senior (undergraduate) level; applicants may also be recent graduates from a college or university (or be enrolled in a graduate program). Applicants must have completed at least one year of course work in a related field of study; for example: performing arts, art & media management, marketing, hospitality, business and entrepreneurship. Applicants need to be proficient in (or be able to quickly learn) Microsoft Word, Excel and Outlook. Applicants should be able to walk and stand for extended periods of time, occasionally working outdoors and lifting up to 50lbs.

**Benefits:**

Interns will benefit from this internship by receiving hands-on experience with the planning and execution of a variety of events, at a world renowned non-profit and museum setting. Interns will have the opportunity to exercise and expand important organization and teamwork skills, while following events from inception to fruition.