

Samuel P. Harn Museum of Art

Project Description Form

Staff contact name: Eric Segal

Title of Internship: Museum Nights Event Management Intern

Department: Education

Brief Description of Internship: The Museum Nights Event Management Intern will conceive and implement programming for Museum Nights at the Harn Museum of Art. Museum Nights – held the 2nd Thursday each month, 6-9pm – are a critical component of the Harn's outreach to UF students as well as to staff, faculty and the broader community. The intern will work directly with the Museum Nights Committee, including Education and Public Relations staff. By developing innovative programs for Museum Nights, the intern will support a key mission of the museum to fully serve cultural and educational agendas of the university

ONGOING Intern Project – offered every term

Hours per week: 10

Specific Duties: This intern will serve on the Museum Nights Committee where he/she will provide continuity among Harn departments for Museum Nights. This intern will help to develop and organize programming for monthly Museum Nights. She/He also will be responsible, with input from other committees and Public Relations staff, for promoting Museum Nights within appropriate guidelines. Activities will range widely and will include creative brainstorming, identifying resources and talent related to Museum Nights themes, contacting individuals and organizations to participate in Museum Nights, developing strategies for outreach, etc.

Qualifications needed:

- Highly organized.
- Able to work independently.
- Comfortable working with an array of students and organizations.
- Creative problem solving.
- Professional correspondence appropriate in representing the museum.
- Available 10 hours/weekly during museum hours (8am – 5pm), Thursday afternoons and every 2nd Thursday until 9 pm.
- Helpful qualifications: coursework/experience in public relations, museum studies, or event planning & management.

Objectives for intern:

- To acquire leadership skills while interfacing with the Harn Museum staff by working in a professional environment
- To become familiar with effective educational strategies and methods which engage diverse museum audiences.
- To develop skills to successfully organize, promote and, when necessary, conduct programs on Thursday Museum Nights.
- To develop strong work-place skills and habits common to corporate environments.
- To develop insights into the workings of the museum, and non-profits in general.