OREGON MUSEUM OF SCIENCE AND INDUSTRY

INTERNSHIP OPPORTUNITY

Internship Title: Events Intern
Department: Events
Reports To: Events Manager

INTERNSHIP SUMMARY:
The Events Intern works directly with the OMSI Events Team to plan and execute a large variety of museum events. Events include OMSI After Dark, Maker Faire, Science Pub, the Future of Transportation, and private event rentals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Assist with the planning and implementation of OMSI public-oriented special events that increase museum attendance, enhance visitor experience and retain members.
- Specific events and projects may include:
  - Develop and facilitate the OMSI presence at Maker Faire, Sept. 14-15. Work closely with the education team to determine budget, activities, presentation requirements and timeline.
  - Assist with promotion and planning for OMSI Science Pub program including development of pre-show trivia game and content for monthly email newsletter.
  - Assist with planning and execution of Future of Transportation event, July 11-13. Work with external partners to facilitate their set-up needs.
  - Research and schedule performers for OMSI After Dark to match themes.
- Assist Event Sales team in the planning and execution of private museum event rentals. Events may include wedding receptions, company picnics, and meetings.

KNOWLEDGE/SKILLS:
- Strong customer service skills.
- Professional communication skills, both written and oral.
- Excellent organizational, analytical and problem solving skills.
- Strong time management skills.
- Excellent attention to detail with a high degree of accuracy.
- Proficient in Microsoft Office, including Word, Excel, and PowerPoint.
- Self-initiative to prioritize multiple tasks and meet deadlines.

EDUCATION AND WORK EXPERIENCE:
OMSI’s Events Intern should be working toward a Bachelor’s degree, or be a recent graduate with a Bachelor’s degree.

TIME COMMITMENT:
Minimum of 20 hours per week for 3 months, preferably mid-June through mid-September.

For more information, contact Volunteer Services at 503.797.4693 or VolunteerServices@omsi.edu.
Visit our website at www.omsi.edu.