



Event Intern (May - August)

Oklahoma City Museum of Art

Position: The Event Intern works directly with the Museum's Event Coordinator to assist in planning and promoting both private events and major Museum fundraisers (i.e. Renaissance Ball, ART on TAP and Omelette Party).

We are seeking an organized and self-motivated individual who can manage multiple tasks and communicate effectively with a diverse audience. Applicants should demonstrate strong work ethic, excellent written and verbal skills, careful attention to detail, and a high level of customer service.

Primary Responsibilities (depending on the season):

- Contact vendors and clients as needed to move event logistics forward
- Work with Building Support staff to ensure proper event set up
- Perform administrative duties related to event production including, but not limited to, preparing private event requests, answering private event inquiries, drafting private event contracts and invoices, following up with the caterer for catering requests and receipts, and completing requisition forms.
- Work with event security and Cafe staff to ensure smooth and successful private events
- Coordinate logistical aspects of various events such as securing in-kind donations, preparing event materials, etc.
- Assist with managing on site production for events as necessary
- Prepare mailings to be sent to potential participants and donors
- Work with committees and/or key volunteers
- Organize and purchase supplies for events as needed

Time Commitment and Compensation: Minimum 10 hours a week during office hours (Monday-Friday, 10am-5pm) plus some events on weekday evenings or weekends (sometimes 2 events per week). Unpaid internship.

Location:

Oklahoma City Museum of Art
Donald W. Reynolds Visual Arts Center
415 Couch Drive
Oklahoma City, OK 73102

Completed applications and supporting materials should be mailed to:

Bryon Chambers
Assistant Curator of Education
Oklahoma City Museum of Art
415 Couch Drive
Oklahoma City, OK 73102
Attn: Internship Program

Please direct questions to bchambers@okcmoa.com or 405-278-8212 (800-579-9278, ext. 212)