



**Development and Events Intern
Oklahoma City Museum of Art**

Position: The Development and Events Intern works directly with the Museum's Associate Development Director and Event Coordinator to assist in planning and promoting both private events and major Museum fundraiser events (i.e. Renaissance Ball, ARTonTAP 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. Being under 21 years of age at the time of a fundraiser will limit the applicant's ability to be onsite during an event.

Primary Responsibilities:

- Preparing private event requests, answering private event inquiries, drafting private event contracts and invoices, following up with the Museum Cafe for catering requests and receipts, and completing requisition forms.
- Contact vendors and clients as needed to move private event logistics forward
- Work with Building Support staff to ensure proper event set up
- Work with event security and Museum Cafe staff to ensure smooth and successful private events
- Assist with managing on site production for both private events and fundraisers as necessary
- Coordinate logistical aspects of various events such as securing in-kind donations, preparing event materials, etc.
- Work with committees and/or key volunteers
- Organize, research, and purchase supplies for events as needed
- Assist Development staff with prospective donor and grant research
- Work within the Altru database system to input contact reports, correct constituent records, and update membership photo directory
- Assist with preparing mailings to donors and potential event sponsors

Time Commitment and Compensation: Minimum 10 hours a week during office hours (Monday-Friday, 10 am-5pm) plus some events on weekday evenings or weekends. 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
Manager of Tours and Adult Learning
Oklahoma City Museum of Art
415 Couch Drive
Oklahoma City, OK 73102

Please direct questions to bchambers@okcmoa.com or (405) 278-8212.