

Responsible To: Special Events Senior Sales Manager

Task Description: The Special Events Intern will work as part of the Carnegie Science Center's Special Event Department to assist in the planning, coordination, and execution of public and private events hosted at the Carnegie Science Center, including birthday parties, weddings, and corporate events.

Responsibilities:

- Participate in all stages of event planning and coordination, including meeting with clients.
- Attend Carnegie Science Center meetings, including weekly Operations meetings.
- Work events to provide operational assistance to Special Event Department staff and clients.
- Compile a list of competitive venues for Carnegie Museums of Pittsburgh to ensure Carnegie Museums of Pittsburgh and Carnegie Science Center are priced competitively for Birthday parties & for Event Rental charges.
- Event demands can change quickly & suddenly, and the ability to work on multiple projects or with multiple clients is expected.
- May be tasked with other items as management deems necessary.
- Assist visitors by answering general questions about the Carnegie Science Center.

Skills Required:

- Must be reliable, flexible, punctual, organized, professional, and willing to learn new things.
- Must be comfortable speaking with both internal colleagues and external clients.
- Exceptional written and verbal communication skills
- Proficiency with Microsoft Suite.
- Must work well independently as well as with a team.
- An interest in Hospitality and/or Event Management are preferred.
- Be goal oriented - able to work on a project through to completion.
- Ability to think creatively & be flexible with tasks, and to work in a busy, face-paced environment.

Skills to be Learned:

- Project management for special events.
- Be involved in the coordination of events from birthday parties to large corporate events and weddings.
- Experience working with internal and external clients, vendors & staff.
- Learn the role of an event department within a non-profit organization.

Parameters:

- This position will not be required to handle money, be responsible for events, for contractual obligations, or upper management level decisions. All final decisions with clients or vendors will need approval from direct internship supervisors.

Training Methods:

- Required internship orientation session.
- On the job training in an office and event venue environment.
- Shadowing manager and other staff.
- Weekly check-ins

Time Frame:

- 120 hours minimum during the semester/summer
- Some weekend and evening hours will be required, with dates and times discussed in advance.
- Internships are 3-4 months over the course of one semester (Fall, Spring, Summer) with flexible end dates and extensions available for exceptional candidates

Clearances

- Upon acceptance into the program, all interns are required to provide and pay for background checks and clearances. Act 33 and 34 Clearances are free for interns.

- Interns who have lived in Pennsylvania for at least 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34).
- Interns who have lived in PA for less than 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34) plus an FBI Fingerprint Clearance (Act 114).

To Apply: Send a letter of intent, resume, a letter of reference from either an academic advisor or professor, to:

Internship Program
Carnegie Science Center
One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org