

ChicagoHistoryMuseum

Intern Project Description

Corporate Events Intern

Supervisor: Director of Corporate Events

Objective: To assist the Corporate Events Department in the areas of Administration and Event Planning

Responsibilities: Administration responsibilities to include:

- Assist with office filing
- Database management
- Other duties as assigned

• Event planning responsibilities to include:

- Assist Events Coordinator with completing Event memos for Wedding Ceremonies and Receptions
- Assist day of with coordination of Wedding Ceremonies and Receptions
- Assist Corporate Events Manager with completing Event memos for Corporate and Non-Profit Events
- Assist day of with coordination of Corporate and Non-Profit Events

Qualifications: Candidate must have the following –

- Interest and/or schooling in the Hospitality Industry, particularly Events-specific
- Experience in this area a plus as well.
- Must be comfortable speaking on the phone and working with potential clients and vendors.
- Must have strong computer skills and organization skills.

Dates of Project: Late Spring 2012 through Summer 2012

Time commitment: 10-20 hours a week. Internship will primarily consist of nights and weekends, along with 1-2 office days per week.

Application Deadline: February 29, 2012

How to Apply

A completed application consists of the following:

- a completed application form available online at <http://www.chicagohistory.org/internshipform.pdf>
- a one-page personal statement describing your reasons for seeking an internship at CHS, what you hope to gain from the experience, and how this internship would contribute to your future career plans
- a resume outlining your educational, professional, and volunteer experiences
- two letters of recommendation from current or former professors or employers

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants