

Position Description: Third Party Events Intern (Unpaid)

Excitement is building at the Museum of the City of New York as it just completed a \$97 million dollar renovation of its landmark building on Fifth Avenue's iconic Museum Mile and launched New York at its Core, a multi-gallery experience that explores the past, present, and future of New York City. The Museum is the only institution solely dedicated to the history of the City. The Museum helps educate the public about New York City's distinctive character, especially regarding its heritage of diversity, economic and social opportunity, and constant change. The City Museum was founded in 1923 as a private, nonprofit corporation, serving the people of New York and visitors from around the world by presenting special exhibitions, education programs for school children and adults, by authoring publications, and maintaining collections.

The Museum is seeking a Third Party Events Intern who will work with the Director of Event Sales and Event Coordinator to assist in generating earned revenue by effectively marketing and selling the Museum's magnificent indoor and outdoor spaces for external events. The Third Party Events Intern will assist in tracking and responding to client inquiries, assisting in the planning of the events at the Museum, and working on projects such as data analysis, database uploads, etc. Typical external events at the Museum are corporate functions, charity galas, weddings, and fashion shows. Responsibilities may include staffing events, creating timelines, organizing vendor schedules, load-ins, set-ups, etc.

The position requires strong organizational skills, strong writing, and interpersonal skills, and a passion for event coordination and sales. Candidates must possess excellent customer service, time management, and professional communication skills. A successful candidate will be detail-oriented, personable and polished, and team-oriented.

Qualified applicants will have/be:

- Must be enrolled in college or graduate degree program
- Willing to commit to 10 or more hours per week for a minimum of three months
- A passion and talent for event management and customer service
- Excellent verbal and written communication and interpersonal skills and the ability to communicate effectively with a variety of clients
- Able to work occasional evenings and weekends (e.g., assist in overseeing events)
- Excellent computer skills, including Microsoft Word, Excel, PowerPoint
- Experience with Altru, Raiser's Edge, AllSeated, and/or a proprietary database is a plus

Responsibilities include, but are not limited to:

- Update and maintain detailed database of past and future clients
- Update and maintain reports tracking inquiries and sales
- Work cooperatively with the Museum's preferred caterers, internal maintenance and security teams, and external vendors to coordinate, plan, and execute well-produced events
- Assist in the execution of an e-marketing strategy targeting past and future clients
- Assist in conducting face-to-face sales meetings and walk-throughs

Benefits included throughout the Unpaid Internship

- Flexible work schedule to accommodate academic and work commitments
- Free admission at museums across the city and to Museum Programs
- 10% discount in Museum Café
- 20% discount in Museum Shop
- Opportunity to learn about various museum departments and careers throughout the course of internship

To Apply: Please submit a completed cover letter and resume to events@mcny.org. To be considered please include Event Rentals Intern within the subject line of your email.