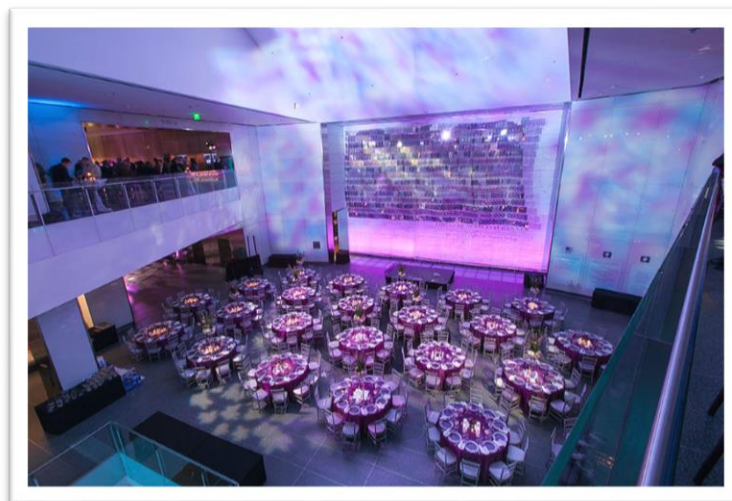


## Special Events Internship at the Smithsonian's National Museum of American History



As part of the Development branch of the museum, the Office of Special Events at the National Museum of American History plans and coordinates over 100 events each year including: exhibition openings, press conferences, donation ceremonies, staff receptions, donor cultivation events, and corporate dinners and receptions. Our office is characterized by a busy but proactive environment that strives to forward the goals of the Smithsonian Institution by connecting with the community and public at large. We offer an unparalleled opportunity for students interested in event planning and coordinating to delve into the museum environment and gain hands-on skills from a highly esteemed workplace. Our interns are given a great deal of responsibility and permitted the chance to develop their writing skills, interact with museum officials, work with caterers and vendors, and staff numerous special events.

Special Events Interns attend the events as described above and assist with the coordination, while developing the skills necessary to plan and execute events. They learn to plan menus, décor, and entertainment. They also learn to create invitations lists, manage responses and guest lists, and take the lead on the printing and mailing of invitations. They are exposed to the nuances of protocol and frequently accompany staff members on site visits with potential donors and walk-throughs with clients and vendors. In addition, interns learn to manage the museum-wide special events and conference room calendar.

The deadline for summer applications is Sunday, October 15, 2017. To apply, please submit a cover letter, resume, letter of recommendation, and unofficial transcript to [NMAHSpecialEvents@si.edu](mailto:NMAHSpecialEvents@si.edu). While the position is unpaid, we typically offer a \$300 travel stipend to cover transportation costs to and from the Museum.

If you have any questions or would like additional information about our program and how to apply, please contact Sarah Loux, Special Events Coordinator, at [LouxS@si.edu](mailto:LouxS@si.edu) or by calling 202-633-3318.

## Special Events Internship at the National Museum of American History

### Past Special Events interns have gone on to work at the following:

- Convene Conference Centers
- Council on Foreign Relations
- DreamWorks Animation
- The Field Museum
- Freer and Sackler Galleries
- National Museum of African American History and Culture
- National Museum of American History
- National Museum of the American Indian
- National Museum of Women in the Arts
- Occasions Caterers
- Ronald Reagan Building and International Trade Center
- Smithsonian American Art Museum
- Smithsonian Institution Office of Advancement

### Intern Testimonials:

#### **Kathryn Haskins**

*Student at James Madison University*

My internship in the Office of Special Events at the National Museum of American History gave me an incredible “real world” look into the field of event planning. This experience helped me begin my transition from a student into an events professional. I gained countless new skills, connections, and memories that I know I will be able to apply in my future endeavors.

#### **Audrey Ladd**

*Student at University of North Texas*

Working with the Special Events team at NMAH has been one of the best opportunities of my life. My internship further validated my choice to work in museums and taught me valuable lessons about professionalism, communication, and cooperation. Besides being a worthwhile networking and learning experience, it’s also a LOT of fun!

#### **Andrew Rondinone**

*Student at Massachusetts College of Art and Design*

My internship at the Smithsonian’s National Museum of American History in the Office of Special Events provided me an exciting, fun, and educational experience that has been a tremendous help to my career. It allowed me to develop professional skills through a hands-on environment and see a vast array of events go from concept to reality. The staff were extremely knowledgeable and went above and beyond to make sure the internship was well rounded and a valuable experience. I was tasked with meaningful projects within my department and had ample opportunities to learn things outside our office as well. Overall, it was an extremely beneficial, supportive, and enjoyable experience — I couldn’t imagine a better way to spend a summer.

#### **Shalla Galanos**

*Student at University of Florida*

Interning at the National Museum of American History in the Office of Special Events was an amazing way to get a hands-on experience planning and executing events. I was given projects and assignments that were relevant to my education and interests and gained skills which created a very memorable experience. From working with caterers and outside vendors to planning internal events, this was a well-rounded internship to learn the various facets of event planning. This internship was an amazing way to spend a semester, and I continue to use the skills I developed and gained during my time at NMAH.