

FACILITIES AND OPERATIONS INTERNSHIP

The GRAMMY Museum, a non-profit institution, explores and celebrates the enduring legacies of all forms of music; the creative process; the art and technology of the recording process; and the history of the GRAMMY® Awards.

Internships with The GRAMMY Museum are for one semester and Interns can work up to 20 hours per week.

The role and responsibilities of the Facilities/Operations Intern include the following:

- Create a database and process guidelines to improve and house donation requests, so that management can easily access important information for museum.
- Assist Facilities/Operations Manager with research on museum attendance based on daily, evening, and event attendance reports.
- Shadow and learn about museum operations process of entire museum. This included pre and post event factors such as: understanding crowd trends, how to effectively staff entire facility for events, and learning
- Create a portfolio of valuable information that pertains to the event planning process. The portfolio will be built using pre and post event logs, along with checklist and timelines. This will provided a better understanding of the event planning process.

The minimum qualifications to be an Intern include the following:

- Currently enrolled at an accredited college or university while pursuing a degree in Event Planning, Communications, Sales, Business Administration, or Public Relations;
- Proficient in Microsoft Office programs;
- Ability to multi-task and take initiative;
- Posses strong written and oral communication skills;
- Strong organizational and research skills;
- Ability to interact professionally with diverse groups.