

# **SPECIAL EVENTS 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 an effective sales packet that will be provided to potential clients that will include information on the facility and different event options.
- Create and maintain 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.
- Assist Special Events Coordinator with researching potential and current clients, preparing sales packets for clients with necessary information before the event, and as well as sharing important information with the operational staff on the event logistics.
- Shadow and learn how to run successful private events. This included pre and post event factors such as: understanding how to provide a successful client walk thru, how to effectively staff entire facility for events, and learning how to effectively work with clients.

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;
- Have a GPA of 3.0 or better
- 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.