



Benefit Events Intern Job Description Fall 2017

Position: The Benefit Events Intern will work directly with the Events Manager and with the development team in planning, supporting and executing the fundraising event activities of Museum of the Rockies. This person will also help assist the Development Department with some administrative duties as needed.

RESPONSIBILITIES:

Event Planning and Execution

- Contact auction donors/sponsors/vendors and artist as needed to confirm information
- Solicit benefit auction donations
- Work with Events Manager and/or key volunteers to coordinate event logistics
- Keep guest lists and event data up to date
- Physically receive, catalog, and organize auction items
- Write auction descriptions and create bid sheets
- Work with Event Manager to procure and organize supplies for events
- Assist with multiple complex mailings
- Event planning, promotion, and on-site execution including set up and tear down

QUALIFICATIONS

Education and Experience:

- High School Diploma with some course work at a 4-year college or university
- Must have a strong interest in event planning
- Previous event volunteer experience a strong plus
- Must have a working knowledge of Microsoft Excel and Word
- Database experience preferred

Licenses:

Must possess and maintain a valid driver's license and a reliable vehicle.

Physical Requirements:

Must possess the strength to lift and carry materials weighing at least 50 lbs. without assistance.

SKILLS DESIRED

- Outgoing and well spoken
- A go-getter/pleasant personality
- Creative and detail-oriented
- Ability to exercise good judgment
- A “can do” attitude and desire to learn
- Ability to follow instructions and also work independently

Time Commitment and Compensation: Hours dependent upon internship requirements, unpaid – credit only, hours will be worked during business hours (Monday – Friday, 8am–5pm). Some late evenings and weekends will be required.

Interested applications should send resume, cover letter and two references to:

Leslie Harrison, Events Manager
Museum of the Rockies
600 W. Kagy Blvd.
Bozeman, MT 59718
leslie.harrison1@montana.edu

**Please no follow up calls regarding the status of your application.