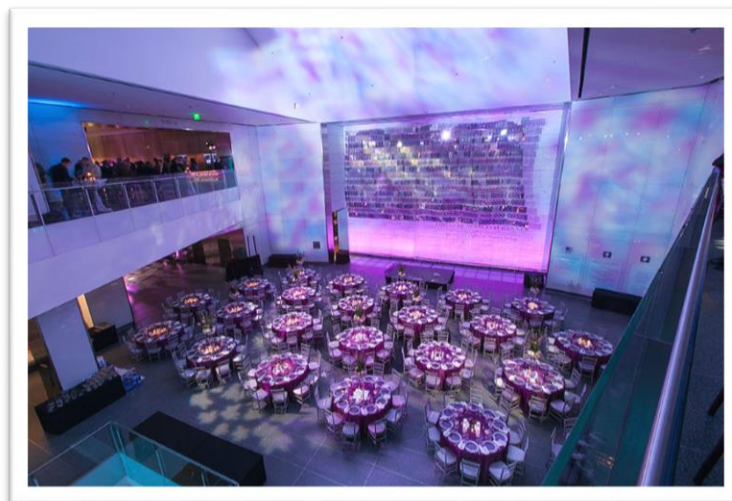


Special Events Internship at the Smithsonian's National Museum of American History



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 Thursday, March 1, 2018. To apply, please create an account on SOLAA and choose "NMAH Special Events Internship (External Affairs) Program" as your program choice. Alternatively, you may submit a cover letter, resume, letter of recommendation, and unofficial transcript to NMAHSpecialEvents@si.edu. Start and end dates and full time or part time availability should be included in your application materials as well. While the position is unpaid, we typically offer a \$300 travel stipend to cover transportation costs to and from the Museum. Applicant must be a junior, senior, or graduate student to apply.

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 or by calling 202-633-3318.

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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:

Abby Smith

Student at Indiana University

My experience as an intern with the Special Events team at the National Museum of American History exceeded all expectations! I was able to gain exceptional event planning skills through helpful guidance and the countless hands on learning opportunities. I was also able to strengthen my problem solving and collaboration skills through the diverse projects and events I was a part of. Each day was different from the last, which emphasized the importance of teamwork; and I could not imagine a better team to be a part of! I was supported and encouraged by each member of the staff and was able to do meaningful work. This experience was so much fun and so beneficial; it is one that I will surely remember and carry with me into all my future endeavors!

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.

Colin Hunter

Student at George Mason University

Throughout my internship with the Office of Special Events, under the guidance of an exceptionally supportive staff, I gained invaluable experience related to corporate and non-profit event implementation in an environment that was fast-paced, educational, and exciting. Having the opportunity to work on projects that were tailored to my strengths allowed me to grow as a professional in ways that would not have been possible outside of the Smithsonian Institution. Each day was truly rewarding and unforgettable!