



## SIGNATURE EVENT INTERN - TEMPORARY POSITION DESCRIPTION

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REVISION DATE:	<u>5/25/18</u>	DEPARTMENT:	<u>Marketing</u>
FLSA CLASS:	<u>NON - EXEMPT</u>	DRIVING CLASS:	<u>Required</u>
FTE STATUS:	<u>1.0 (Full-Time)</u>		
REPORTS TO:	<u>Marketing &amp; Communications Manager</u>		
SUPERVISES:	<u>None</u>		

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### GENERAL SUMMARY:

The Signature Event Internship position will run from June through September 2018 and is an unpaid internship position, responsible for coordinating events down to the last detail; event set up's and break downs and design installs'. This internship is one of a kind, providing hands on experience, as well as coordinating, production and planning experience alongside some of the best in the business.

Responsibilities include but are not limited to: Designing, coordinating, and executing AAT Signature Events; Maintaining event timelines including minute by minute scheduling and record keeping; Adhering to and enforcing proper implementation of ACM event policies and procedures; Supporting Signature Event auction efforts; Coordinating vendors needs and event details; Coordinating with vendors for onsite deliveries and providing day-of-event vendor assistance; and Collaborating and communicating with ACM departments regarding Signature Events. The Signature Event Intern is expected to be onsite the day of the event to assist with event details and event set-up and load-out. Evening, weekend, and holiday work may be required surrounding AAT Signature Events. This position requires strategic planning and discretion to make decisions in support of the organization's objectives and departmental goals, and an ability to work independently to fulfill the responsibilities described herein while maintaining a team-oriented approach and attitude.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

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## PRIMARY OBJECTIVES:

1. Design, create, coordinate, and seamlessly execute assigned AAT Signature Events;
2. Ensure all details associated with Signature Events are carried out according to established timelines and uphold AAT's customer service standards;
3. Provide professional representation of AAT and the Museum while interfacing with clients, vendors, committees, and colleagues.

## MAJOR RESPONSIBILITIES:

Under the general direction of the Signature Event Coordinator, the Signature Event Intern's major responsibilities include:

1. Supporting the Signature Event Coordinator with Cruise-In at ACM details, performance schedules, coordination of event needs and timelines, vendor communication, help in enhancing guest experience and general client management.
2. Silent auction solicitation and creative packaging of items for Wheels & Heels Annual Gala.
3. Assist with event set-up's and break downs.

## QUALIFICATIONS:

The incumbent for this position must be at least 21 years of age and possess a high school diploma or GED and reliable transportation.

### Additionally, the incumbent must possess:

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
2. This position requires that the incumbent be available to work on the following dates: June 23, July 21, August 18 and September 8;
3. A solid proficiency in the English language with professional communication skills including written, oral, presentation, and interpersonal skills;
4. The skills and ability to foster effective working relationships with volunteers, employees, contractors, external entities, and the public;
5. An understanding and ability to provide service excellence through product delivery, staff and client interactions, and consistency in all Signature Event functions;
6. Effective project management skills, attention to detail, and ability to drive projects toward successful completion;
7. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
8. The ability and commitment to remain sensitive and responsive to the diverse needs and cultural differences within the organization's employment, guest, and client population;
9. Proficient skills in the use of Word, Excel, PowerPoint, Outlook, Visio, and Web browsers;
10. The ability to lift up to 10 lbs. frequently, stand and sit for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, visually inspect displays/monitors, read and interpret manuals and instructions, and effectively communicate verbally, and in written format, with guests, contractors, employees, and management regularly;

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11. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
12. A track record of providing high levels of customer service;
13. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
14. A willingness to maintain personal scheduling flexibility to cover special events, late evening events, and emergencies as the needs of a seven-day operation may require.

**PREFERRED QUALIFICATIONS INCLUDE:**

1. Have a passion for large event production and/or hospitality field.
2. The ability to drive personal vehicle for business purposes.

**WORKING CONDITIONS:**

1. Exposure to a combination of office, shop, commercial retail, commercial food, and outside environments;
2. Outside work is conducted in varying weather conditions;
3. Minimal exposure to cleaners and various other chemicals;
4. Minimal exposure to dust, gasses, and fumes.

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