

CHICAGO HISTORY MUSEUM

INTERN POSITION DESCRIPTION

INTERNSHIP TITLE: Corporate Events Intern

DEPARTMENT: Corporate Events

STATUS: Unpaid Intern (non-employee)

ACTIVITY SUMMARY: The intern will gain valuable events experience through assisting the Corporate Events Department with office work, booking and executing events

Note: this internship position exists for individuals willing to volunteer their services without expectation or contemplation of compensation.

POSITION SPECIFIC ACTIVITIES AND CORRESPONDING EDUCATIONAL GOALS:

ACTIVITY	EDUCATIONAL GOAL
Assist Events Coordinators with completing memos for weddings, corporate, and non-profit events	The intern will learn aspects of planning an event in advance, as well as how to interact, communicate, and ask the right questions during the final event space walk through with clients. The intern will also learn about vendors and their role in events.
Assist Events Coordinators with day-of coordination of weddings, corporate, and non-profit events	The intern will gain experience working with clients, problem solving, and maintaining a professional demeanor. Additionally, the intern will gain hands-on experience working events.

ADDITIONAL INTERN ACTIVITIES:

- Assist with office filing and database management
- Respond to potential client inquiries and help to develop updated sales materials
- Attend and eventually lead potential client walk throughs of the event space

GENERAL GOALS:

The Intern's activities help fulfill the Museum's mission and purpose which is "To help people to make meaningful and personal connections to history" and will serve a civic, charitable, and humanitarian purpose consistent with our non-profit status.

-This internship will provide training similar to that which would be given in an educational environment and which is primarily for the benefit of the intern;

- This internship will also provide the intern with close supervision by regular employees qualified in the intern's field of study.
- CHM will cooperate with educational institutions to ensure that the internship is academically oriented for the benefit of students;

CHM VALUES:

Contribute to and promote a positive culture at CHM by demonstrating the following values in their interactions with colleagues, external partners, and all audiences and through the products developed and services delivered:

Discovery: brings a sense of wonder and curiosity to their work, seeking new ideas and opportunities or approaches to advance the work of the museum. Makes connections to their colleagues and their work; with CHM audiences and history; and with the collections and current scholarship.

Creativity: never satisfied with the status quo, always ready to take chances, try new things, and be original through initiating exploration of alternative possibilities, idea generation, and problem solving. Imagines new and innovative processes, services, products, and experiences.

Empathy: strives to get along with everyone, to invest in collaborative work, and to see things from other people's perspectives through anticipating the needs of colleagues and CHM audiences. Recognizes that it is no longer enough to treat people the way that you want to be treated, but must try to treat others as they want to be treated.

Authenticity: is genuine and true in all relationships; delivery of products and services; and the interpretation of history.

Integrity: is honest, ethical, and fair in work ethic, business practices, internal and external relationships, and scholarship. Is a good ambassador for CHM at all times.

Service: contributes to a culture that extends quality customer service to CHM's audiences to ensure they feel welcome, safe, and comfortable, and to colleagues through being courteous, responsive, and supportive of the work of others.

Collaboration: fosters a positive spirit when working with others and on teams through being inclusive; freely sharing ideas, information, and abilities; seeking and respecting the contributions and viewpoints of others, and thoroughly integrating this input in their work.

Purpose: The Chicago History Museum's purpose is to help people make meaningful and personal connections to history.

SUPERVISOR: Director of Corporate Events

WORKING RELATIONSHIPS:

Corporate Events Coordinators; North & Clark Café--Café and Beverage Manager

QUALIFICATIONS:

- Interest and/or schooling in hospitality industry, preferably events-specific
- Experience in events is highly preferred

- Must have strong computer skills, including Microsoft Word and Excel
- Must have strong time management and organizational skills
- Must be comfortable speaking on the phone and interacting with vendors, potential clients, and booked clients
- Commitment to follow the rules and guidelines contained in the Chicago History Museum Internship Program Handbook.
- Agreement to submit to a background screening and provide 2 recent references.
- Commitment to the mission, values, and programs of the Chicago History Museum

TIMEFRAME OR COMMITMENT:

12-25 hours a week. Internship will primarily consist of nights and weekends, along with 1-2 office days per week.

This internship description is not intended to be an express or implied contract between CHM and anyone. CHM reserves the right to change or assign other duties to this intern position as necessary. CHM is an equal opportunity institution.

APPLICATION DEADLINE

March 1, 2013

HOW TO APPLY

A completed internship application consists of the following:

- a completed internship application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- contact information for two references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. The Chicago History Museum does not discriminate on the basis of race, color, religion, sex, or national origin.