Blowing Rock Art & History Museum

Special Events Internship

May-August 2020 (exact dates discussed as part of the interview process)

The Special Events Intern assists the Executive Assistant/Special Event Coordinator in preparation, execution and follow up of all summer special events. They also sit at the museum’s front desk and assist with visitor services as needed. Responsibilities include, but are not limited to:

Special Events
- Managing participant registration for events
- Preparing event-related informational hand outs and materials (including proofing, printing, binding/stuffing, and distributing)
- Responding to event inquiries in a clear, professional, and timely manner
- Assisting the Executive Assistant/Special Event Coordinator with all event-related requests
- Assisting with preparations including event set up and check-in
- Maintaining inventory of beverage closet
- Helping to assist visitors or cover the front desk during busy times
- Providing the highest level of member and visitor service
- Proficiency required using MS Office programs and Google Suite (including G-mail, Google Drive, Google Calendar)

Facility Rentals
- Preparation of and receiving rental agreements, catering agreements, facility rental worksheets
- Staffing facility rentals as needed

Dates of summer special events will be discussed during the interview process. The Special Events intern is expected to be present for the Summer Lecture & Luncheon at Blowing Rock Country Club (July 17) and is asked to be present for the BRAHM Gala (August 21st) and the Plein Air Festival Wet Paint Sale (August 22nd). The intern will learn the process of running non-profit events in a team setting from planning and marketing, to execution and follow-up and will see first-hand the workings of a local art/history museum and community center. Interest in visual art and local history is an added bonus. The internship includes a modest stipend for approximately 33 hours of work per week that will be part of the interview discussion.

BRAHM has a supportive working atmosphere and accomplishes a lot with a relatively small staff by remaining focused, managing time efficiently, and being kind and considerate in all interactions. Summer is the town’s busiest time of year and the museum feels this energy in the number of visitors, events, and activities. It’s a great place to be!

To apply, please send a cover letter, resume, and at least two references to Jasmin McFayden, Executive Assistant, at admin@blowingrockmuseum.org.