

Chesapeake Bay Maritime Museum
2010 Special Events Intern Position Description

Department: Advancement (Special Events Intern)

Intern Supervisor: Special Events Coordinator

Length of Internship: 10-13 weeks beginning Monday, June 8, 2009

Scope: The special events intern will assist with the planning, coordination, execution, and evaluation of CBMM events including festivals, private parties, meetings, weddings and all buildings and grounds rental activities.

Proposed Intern Schedule: 5 days per week; as events schedule permits. Regular schedule is Monday-Friday, 9 a.m.-5 p.m. however intern will be expected to be present on weekends when specific special events are scheduled and will be permitted time off during the week to off-set these hours.

Intern Goals and Responsibilities: The position goals include imparting on-the-job training and experience in an expanding special events field. The special events intern will work closely with CBMM's Special Events Coordinator to gain conceptual knowledge, along with the hands-on experience of completing specific tasks associated with event planning. At the end of his/her internship, the special events intern will have working knowledge of special event planning, wedding planning, and private/meeting planning tasks, processes and budgeting, which he/she will be able to translate into future career opportunities.

Responsibilities:

- Assist with event planning and management.
- Develop analyze and work within budgets; maintain accurate accounting of events costs and income and create purchase orders for vendor payment.

- Manage vendor needs and requirements, to include insurance and worker's compensation requirements; create and provide vendor packets.
- Analyze projections for events to determine the expected cost versus benefit.
- Develop timelines to meet special event objectives. Monitor to assure milestones are on track and reporting is on time. Recommend corrective actions as needed.
- Develop supplies checklist for each event, customizing checklist template based on individual event needs.
- Determine manpower needs (including paid and un-paid staff) for each event and provide a listing to department heads for staffing.
- Management of event logistics, including: the development of the site plan, oversight of setup/break-down materials, management of manpower needs, activities coordination, supply delivery, and other activities as required.
- Plan and conduct pre- and post-event briefing sessions for all participating staff.
- Compile results from the event, perform preliminary evaluation of performance to goals, and provide results to supervising staff. Based on evaluation and event briefing sessions, recommend improvements for the future as appropriate.
- Attend various staff and committee meetings.
- Other duties as assigned.

Requirements: Current enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in the special events field. Students majoring in special event planning, marketing, communications, or public relations with strong written and verbal communication skills, with the ability to prioritize tasks and handle numerous assignments and who are proficient in Microsoft Office applications are ideal. The best candidates will be able to:

- Work independently within guidelines and ask for direction when new situations arise.
- Work under tight deadlines and on multiple projects simultaneously, with minimum supervision.
- Interact professionally with varying groups of people including staff, volunteers, contributors, members, vendors and grounds rental clientele.

- Accept supervision and mentoring while developing competencies to manage projects effectively, create budgets, analyze the cost versus benefit of activities, and monitor work within budgets.

Applicants must:

- Be detail-oriented, resourceful and creative.
- Possess excellent oral communication skills.
- Maintain a professional and amicable demeanor and appearance.
- Have good writing and organizational skills.
- Microsoft Office familiarity is a must

Other Information: The Chesapeake Bay Maritime Museum's 18-acre waterfront campus has become a sought after venue for both public and private grounds and building rental. The Museum hosts a variety of events including business meetings, parties, weddings and large events and festivals for up to 4,000 visitors. Internships provide behind-the-scenes experience and knowledge of the Special Events field that will help prepare students for professional employment.

Application Dates:

Applications are due by close of business Friday, February 26, 2010.

Notice of acceptance for intern positions will be made by Monday, March 29, 2010.

Application Procedure:

The following additional items are required to complete your application.

Do not staple any of the required materials; they can be affixed with a paper clip if necessary.

1. A cover letter indicating the internship for which you are applying.
2. A statement of no more than 500 words (two typewritten pages, double-spaced), which explains how the Chesapeake Bay Maritime Museum internship fits with your background and career goals. Include the reasons for your choice of specific departments or programs for an internship. Also describe what you hope to achieve from the experience and what you believe you can contribute.

3. Two letters of recommendation.
4. Official copies of your most recent transcripts.
5. Your resume.
6. A recent writing sample.

Stipend: Full time interns are paid a stipend of \$150 per week. Interns are paid for holidays, but not for time lost due to illness or personal leave. Co-ed, shared housing is provided to interns on an as needed basis; a \$50 refundable housing deposit must be made at time of signed intern agreement.

Additional information on be found on our website:

www.cbmm.org

Mail Applications to:

Melissa Spielman

Volunteer Administrator & Intern Coordinator

Chesapeake Bay Maritime Museum

Navy Point, P. O. Box 636

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