



575 3rd Street, NW  
Washington, D.C. 20001

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CapitalJewishMuseum.org

## Events Intern Spring 2024

### INTERNSHIP DESCRIPTION

The newly opened Capital Jewish Museum (June 2023) is seeking an events intern to work as part of the facility rental team. The intern will work under the supervision of the Events Coordinator and in collaboration with the rest of the staff.

Events interns assist with daily tasks that pertain to

- Crafting lasting policies and procedures for a brand-new events department
- Assist in conceptualizing, designing, and organizing events like non-profit fundraisers, lifecycle events, and corporate events
- Support in drafting contracts, liaising with vendors, and coordinating schedules
- Assist in preparing and coordinating all logistical aspects of company sponsored events
- Assist in communications around event management including BEOs, timelines, calendars, reports, diagrams, etc.
- Request estimates, coordinate with vendors, and establish vendor relationships
- Collaborate with the events team on ideas, projects, and as needed
- Join event walkthroughs to understand the nuances of venue production and setup
- Assist the team during actual events, providing immaculate service to event hosts and their guests
- Collaborate with team members for efficient coordination and delivery of luxury services
- Participate in post-event discussions to understand what went well and areas of improvement
- Train as a tour guide

### DURATION

The internship will be for the Spring semester, January-April 2024, with the possibility of extension. This is an **in-person** internship requiring 15 hours per week. Hybrid options are also possible, but in-person hours are required.

### COMPENSATION

The stipend for this internship is \$1,500. College/University credit is also possible; interns will coordinate that with their departments.

### REQUIREMENTS & QUALIFICATIONS

- Excellent written and verbal communication skills
- Motivation and ability to work independently and as part of a small but highly collaborative team

### SUPERVISOR

Michelle Gleaton, Events Coordinator

***To apply please submit a resumé and letter of interest to [info@capitaljewishmuseum.org](mailto:info@capitaljewishmuseum.org) with the name of the internship (Events) in the subject line. The deadline to apply is Wednesday, November 15.***