

Special Events: Event Management

The intern will assist the department with event-related work ranging from archiving past event files to assisting with the execution of daily special events. He or she will execute a documentation project using file photographs as well as creative and logistical details of events. The intern will catalogue event records by collecting and organizing invitation and menu card samples, examples of calligraphy styles, event photographs, linen samples, design layouts, and event budgets. The intern will also assist in research for future events. Spring 2009 graduates with a relevant undergraduate degree and current graduate students enrolled in a program such as arts administration, event management, tourism administration, or hotel management are invited to apply.

In addition to their departmental duties, summer interns also participate in the Gallery's museum seminar program. This program introduces interns to the staff and departments of the Gallery, including meetings with curators, conservators, educators, and administrators. For more information about our summer internship program, including application guidelines and forms, please direct faculty and students to our Web site, <http://www.nga.gov/education/internsumm.shtm>. If you have further questions, please do not hesitate to contact us via email, intern@nga.gov, or phone, 202-842-6257.

Sincerely,
Jennifer Wagelie

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