

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Special Event & Development Intern
Department:	Development
Supervisor:	Development Director
Status:	Unpaid Internship
Hours:	2-3 days, 15 hrs per week, evenings & weekends as needed (depending on availability)
Assignment Dates	October 2017 to December 22, 2017
Issue/Reissue Date	10/06/2017

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HoMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

Under the general direction of the Development Director, the internship will allow the selected individual to gain experience in a variety of resource development areas including aspects of event planning and logistics. We are looking for an energetic individual who wants to learn how to conceptualize, plan, manage and execute events.

Qualifications:

- Must have experience or is interested in non-profit fundraising, development, and/or event planning.
- Be willing to attend special events and provide event-day support outside of normal business hours.
- Proficient knowledge of MS Office products.
- Must have the ability to communicate effectively with a diverse population of service users with demonstrated success in multiple locations and work environment.
- Enrolled in a university as a junior or senior or is a recent graduate.
- Understanding of Honolulu Museum of Art's established identity and dedication to advancing the museum's mission.
- The traits of honesty, integrity, enthusiasm, and perspective; a very strong work ethic, supported by commitment and follow-through.

Responsibilities

- Assist the Development Director and two Special Events Coordinators in planning and executing the logistics for a variety of fundraising, member and donor events during the upcoming holiday season.
- Assist the Special Events team with projects, decorations, graphics, events set up and break down, RSVP tracking, and other tasks.
- Assist the Development team with projects such as packet preparation for members and fellows during the upcoming holiday season.

Traits and characteristics:

Applicant must be bright, diplomatic, analytical, of the highest integrity, and possess sound judgement and a sense of humor and humility.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

The Honolulu Museum of Art maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals without regard to race, color, ancestry, religion, sex, including gender identity and expression, national origin, age, disability, sexual orientation, marital status, arrest and court record, citizenship, credit history, military service, victim of domestic or sexual abuse status, genetic information, or any other characteristic protected by applicable federal, state or local law. This applies to both Honolulu Museum of Art employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.