

**Computer Museum of America
Roswell, GA**

Event and Venue Management Internship

Description

The Computer Museum of America (CMoA) is a history museum located in Roswell, Georgia. The Museum opened in July 2019, which allows interns the unique opportunity of working with a startup nonprofit organization. CMoA currently seeks a Hospitality Management or Event Management student or experienced mid-career professional interested in event and venue management. This person may be asked to:

1. Assist staff with group visits to the museum exhibits and events in the museum event spaces
2. Help create processes, templates, marketing plans and other documentation for group visits and venue rental
3. Maintain inventory lists of existing event equipment and research needed items
4. Develop group visit and venue rental packages
5. Participate in event planning of museum hosted events
6. Investigate and help implement event technology
7. Support group visits and events (as schedule permits)

This internship is a wonderful opportunity for someone interested in expanding their hands-on experience with event management, venue management, event technology and hospitality and to help establish the events program from an organization's beginnings.

This is an unpaid internship and is considered a volunteer position.

Schedule

The intern will work approximately 10-15 hours a week for a semester or agreed upon time period. These hours may be worked in a combination of times and days and may sometimes be done remotely

COVID-19 Statement

CMoA recognizes the risks associated with Covid19 and takes precautions to mitigate these risks for employees, staff, and volunteers. Staff work in large spaces throughout Museum. Masks are worn whenever staff are not able to maintain social distancing guidelines. Hand sanitizer and masks are available for all personnel. By accepting this internship, the intern should feel comfortable working in the physical space with other staff members, including at times working in closer proximity to other staff in order to perform job functions.

Desired Qualifications

- Has background and interest in event management, venue management, event technology, event marketing, and/or hospitality
- Organized and detail-oriented
- Able to work independently as well as under direction
- Interested in pursuing or advancing a career in event management, venue management and/or hospitality

Required Materials to Apply

- Cover Letter/Letter of Interest
- Resume

Please email applications to:

Elaine Pelaia, Operations Manager, Email: epelaia@thecmoa.org

Subject Line: Museum Event/Venue Management Internship