

Seattle Art Museum
Unpaid Internship Description

Title: Volunteer Soiree Intern

Department/Location: Volunteer Department

Staff Mentor: Manager of Volunteer Programs

Learning Objectives: Intern will assist with all tasks related to planning and executing the annual volunteer appreciation event at SAM. Intern will learn event planning skills and volunteer management skills. Intern will work with staff from across the museum to create a meaningful appreciation event for our 500+ volunteers.

Intern Tasks:

- Coordinate all event details including catering, entertainment, favors, gifts, program and decor
- Work with staff across the museum to honor award winning volunteers at the event
- Coordinate Soiree presenters, including senior SAM Staff and Board of Trustees members
- Communicate with volunteer leaders, honorees and attendees about the event and expectations.
- Work within a defined budget for the event.
- Expected time commitment: 5 to 8 hours per week, flexible within Monday-Friday 9 am-5 pm office hours. Must be available from mid-January until early May (Soiree event is in late April).

Qualifications:

- Event planning experience
- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively to staff, volunteers and public.
- Basic filing, typing and computer skills.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.

Physical Requirements:

- Manual dexterity.
- Ability to lift up to 20 pounds

Education:

- High School Diploma or GED

APPLICATION PROCESS:

Submit via mail or email

- Letter of interest
- Resume
- SAM Internship Application (available at <http://www.seattleartmuseum.org/about-sam/careers#int>)
- Two letters of recommendation.

Mail: Manager of Volunteer Programs
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: volunteer@seattleartmuseum.org