



The Italian American Museum of Los Angeles seeks qualified undergraduate or graduate students in the fields of Public Relations, Marketing, Communications, Event Management/Planning, Hospitality Management, and other relevant areas of study to serve as a **Special Events Intern. Course credit is available.**

ABOUT THE ITALIAN AMERICAN MUSEUM OF LOS ANGELES (IAMLA)

Italian American Museum of Los Angeles is located in the Italian Hall overlooking Olvera Street in Downtown Los Angeles. Built in 1908, the Italian Hall is listed on the *National Register of Historic Places* and is the oldest remaining structure from Los Angeles' little Italy. The Italian American Museum of Los Angeles documents the history and ongoing contributions of Italian Americans and Italians in the context of our multi-ethnic nation.

DESCRIPTION

The Special Events Intern will assist with the planning, organization and coordination of IAMLA events. The primary focus of this internship will be the museum's annual event, **Taste of Italy**, which takes place on October 14th. The Special Events Intern must be proactive and extremely organized, with excellent written and oral communication and leadership skills. Duties include, but are not limited to, participant and sponsor solicitation and follow-up, vendor, supplier, and contractor coordination, event and social media promotion, volunteer coordination, media relations, and working with VIPs, celebrities and dignitaries.

Two positions are available. A minimum of 16 hours per week is required, and up to 40 are available. The internship is unpaid, however, depending on intern's experience and performance, a stipend is available. The IAMLA is willing to sponsor an intern through his/her educational institution. The internship must commence by June 12th and continue until November 17th.

QUALIFICATIONS OF APPLICANT

Extreme attention to detail and acute organizational skills are a must. Previous event planning experience is preferred. The Special Events Intern must possess excellent phone etiquette, written and oral communication skills, and the ability to communicate appropriately with high-level donors, celebrities, and dignitaries. Problem solving skills are essential as well as the ability to follow directions accurately. Knowledge of Microsoft Word, Excel and other PC skills is required.

TO APPLY

Please send a resume and cover letter to Maria Marino at maria@italianhall.org. Please include your availability and your preferred number of hours per week.