



EDUCATION SPECIAL EVENTS INTERN

The Orange County Regional History Center is seeking an energetic, creative and organized Education Special Events Intern (Approx. 9-12 hours per week, depending on student and college's requirements) to provide general support and gain knowledge of Public Programming.

Candidates should be of Junior/Senior or higher status. Candidates will be asked to coordinate special events for Public Programming, assist with logistics, development from beginning to completion of event, and development of future educational Public Programming events.

Qualified individuals, please send resume via e-mail to Pat Birkhead, Pat.Birkhead@ocfl.net or mail to:

Pat Birkhead
C/O Special Events Internship
Orange County Regional History Center
65 East Central Boulevard
Orlando, Florida 32801

POSITION DESCRIPTION

Intern will work under the guidance of Curator of Education on various meetings and special events.

- Provide overall support in planning / executing special event initiatives
- Ensure that Public Programs events follow the mission of the History Center
- Assist guests with questions and museum experiences while visiting History Center
- Act as a communication liaison to all departments at History Center regarding scheduling and detailing of meetings and events of both internal and external clients.
- Assist with general office duties
- Research and implement new event programs and promotional opportunities
- Other duties as assigned and agreed upon by supervisor and intern

MINIMUM REQUIREMENTS:

- Proficient with Microsoft Word, Microsoft Excel, PowerPoint and Internet Explorer
- Proficient with personal computer
- Excellent telephone and in-person communication skills
- Excellent written communication skills and detail orientation