



About the Houston Museum of African American Culture Internship Program

HMAAC's internship program allows a diverse group of people with innumerable interests, strengths, and goals to encounter an educational environment where they can work with and learn from professionals in related areas of concentration. The museum offers interns of different backgrounds incredible opportunities in a variety of fields, from exhibition design to event coordination. Learning from knowledgeable mentors and staff in the dynamic atmosphere of the museum and Houston, Texas area, interns enjoy an intensive experience as multifaceted as the Museum itself.

Special Events Internship

General Overview

HMAAC hosts more than 75 annual and third party special events, in a range of scopes and sizes, and is building a team of interns to provide event support through the fall, winter, and spring seasons. Events take place both at the Museum and include exhibition openings, fundraising galas, exclusive receptions and dinners, weddings, book signings, intimate cocktail parties, and more. This position is a great opportunity for those wishing to learn about special events in a cultural setting.

Qualifications

Ideal candidates for the Special Events Internship are

- Junior or Senior undergraduate students, recent graduates or graduate students
- Able to work weekday and weekend evenings from 5pm to 12 am, with preference for Thursdays and Fridays; at least one in-office work day from 11 am to 3 pm.
- Comfortable interacting with high net-worth individuals and senior Museum leadership, while displaying professionalism and discretion; able to stand for long periods of time and move quickly throughout the Museum; proficient in Microsoft Office, comfortable using iPads, and interested in learning fundraising software.

Responsibilities

Interns will work closely with the Events and Facilities Manager to learn all elements of producing special events, including:

- coordinating check-in materials, and updating and preparing RSVP lists;
- checking in guests, fielding donor inquiries, and providing directional services during events;
- supporting event production by working with HMAAC staff, caterers, florists, and other vendors, as needed;
- assisting post-event breakdown;
- coordinating event details with other museum staff;
- providing in-office support to HMAAC staff one day a week, as needed; and
- working special hours in support of HMAAC's annual gala.

More information

This is a part-time unpaid internship. Students will be given a flexible work schedule week for the academic semester and can expect to work 10-15 hours a week and up to 20 hours a week during exhibition openings and gala season.

To apply

Send your resume, references and a letter of interest with the subject line: "HMAAC Special Event Intern" to info@hmaac.org. Applications will be reviewed on a first come, first served basis. Those who are contacted for an interview will be asked to provide a copy of their academic transcripts and portfolio work (if applicable).