



Santa Cruz
Museum of
Art & History
at the McPherson Center

Position Title: Special Events Intern

Hours: 6 - 10 hours per week

Dates: January 3rd, 2020 - June 15th, 2020

of Positions: 3

Reports to: Jamie Keil, Public Programs Manager

What makes this opportunity awesome: You will help make our biggest monthly event happen, Free First Friday! You will work with MAH staff and collaborators to bring to life this monthly event as well as other special programs such as, Women's March Sign Making and the Bonsai Kai Festival. You will learn what it takes to create an event for thousands of people and you'll get to engage and interact with the visitors coming to the Museum.

Overview: In this internship, you'll be supporting the design & facilitation of igniting, creative and engaging Festivals. This internship is focused on Free First Friday and other special events. Interns will collaborate with local community members, lead programs, and facilitate creative and engaging activities accessible for all ages. Interns will gain experience in: arts education, event planning, museum programs, designing and leading community programs, collaboration, and community engagement.

What you'll be doing:

- **Project Planning & Designing:** brainstorm creative projects aimed for an intergenerational audience that will take place at the MAH.
- **Prepping:** be prepared to fearlessly experiment & get messy! Prepare projects and activities you will be facilitating.

- **Inviting & welcoming:** you will interact with thousands of visitors, making exciting first impressions by being warm, welcoming and enthusiastic.
- **Engaging:** inviting visitors to participate in a wide range of creative experiences.
- **Facilitating:** leading participatory projects and activities
- **Collaborating:** working with various community members, MAH interns & staff
- **Community Building:** work with other community builders and help make our community strong.

You're a great fit for this position if you:

Love engaging with the community.

- Drop everything to meet and greet everyone with genuine enthusiasm and excitement.
- Enjoy creating & innovating creative experiences in a collaborative environment.
- Work well with others. You like to step in to help with special projects or events.
- Are excited to work with community members of all ages.
- Have experience working with a variety of artistic mediums.
- Have experience teaching or working with kids & adults.
- You're tech savvy and feel comfortable with Microsoft Office and Google programs.
- You can think on the fly, improvise, and solve problems under pressure.
- You're bilingual (English & Spanish) ...not mandatory, but it's a plus.

Ready to Apply?

Please send a cover letter and resume to jamie@santacruzmah.org

Deadline to apply is December 5th, 2019.