



SPECIAL EVENTS INTERN

Salary: Unpaid

Reports to: Director, Special Events

Position Overview

The Special Events Department is looking for an outgoing, creative and enthusiastic intern to assist with corporate and social event coordination and various administrative tasks. Candidate should be comfortable working in a fast-paced environment and juggling multiple tasks at one time.

About You

You are a highly organized, creative, people person with a strong interest in event planning.

Key Responsibilities

- Assist Special Events Department in data entry and management
- Assist Department in coordinating logistics for internal and external events
- Assist with setting up and breaking down special events
- Assist in supervising event staff before, during and after special events
- Researching and executing new marketing opportunities
- Assist department in updating and maintaining Special Event Master Calendar, and attending bi-weekly department meeting
- Attend all special events held at Liberty Science Center as well as any off-site events

Preferred Qualifications and Experience

- Must be able to work in a fast paced environment
- Comfortable being assigned multiple tasks at one time
- Positive attitude in the office, during events and in front of clients and staff
- Energetic and outgoing, comfortable speaking in public
- Comfortable following direction
- Comfortable supervising event stage hands as assigned by event coordinators
- Interest or experience in Event Planning, Sales and Customer Service
- Comfortable or experience in dealing with web based software
- Must be pursuing a Bachelor's Degree in Event Planning, Communications or Marketing

Work Culture at a Glimpse

Schedule

This is a part-time unpaid position. The ideal candidate must be available to work evenings and weekends as special events require. 15-20 hours per week is required with 200 hours at end of internship.

Travel

This position may require occasional travel in the greater Metro region.

Environment

Liberty Science Center is located in a beautiful waterfront state park in Jersey City, New Jersey. Not only is Jersey City easy to get to from any points in Northern NJ and Manhattan, but it also holds the title of the most diverse city in the United States. Employees have access to free parking, the Hudson-Bergen Light Rail, and the NJ Path train. In addition, all employees have access to an on-site café, a terrace with stunning NYC views, and on-site yoga.

Physical Demands

While performing the duties of this job, the employee must be able to stand for long periods of time while working with staff on museum floor to prepare for events or fill in for staff on the floor. The ability to lift 30 pounds is required. The position requires frequent visits to the museum floor (walking on concrete floors, climbing stairs, etc) and outdoors (walking on uneven ground, exposed to the elements), tolerating high levels of noise, and extensive public speaking, sometimes in noisy environments.

Benefits

- 25% discount in LSC gift shop
- 25% discount in on-site cafeteria
- Six free exhibit & theater passes after 100 hours of volunteering
- \$75.00 travel reimbursement once a year
- Volunteer Recognition dinner
- KUDOS rewards program

To apply:

Please visit our website and apply online at: <https://lsc.org/volunteer> After you submit your application, please submit a resume and cover letter highlighting why you are a perfect fit for this position to intern@lsc.org.

Liberty Science Center is proud to provide an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetics, gender identity, or veteran status and will not be discriminated against on the basis of such characteristics or any other status protected by the laws or regulations in the location where we operate.

LSC actively supports Americans with Disabilities Act and will consider reasonable accommodations.