



The Italian American Museum of Los Angeles

seeks qualified undergraduate or graduate students in the fields of Public Relations, Marketing, Communications, 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)

The Italian American Museum of Los Angeles is a 21st century interactive museum that documents the history and contributions of Italian Americans in multiethnic Southern California and the nation. Located in one of the oldest remaining buildings from Los Angeles' historic Little Italy, the IAMLA features exhibitions and a variety of cultural-educational programming.

INTERNSHIP DESCRIPTION

The Special Events Intern will assist with the planning, organization and coordination of IAMLA events, including the annual **Taste of Italy**, which takes place in October. The Special Events Intern must be proactive and extremely organized, with excellent written and oral communication and leadership skills. Other events include exhibition opening, film screenings, conferences, and educational workshops. Duties include assisting with outreach, interfacing with visitors, and coordinating volunteers.

Two positions are available. A minimum of 16 hours per week is required, and up to 40 hours per week 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.

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 written and oral communication skills. 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.