

**Purdue Galleries**  
**Events Intern**  
Job Description

Job title: Events Assistant

Purpose of Internship: to assist the director in the planning, preparation, and execution of events in the Rueff & Ringel Galleries.

Job Responsibilities:

1. Work with the director to determine scheduling, preparation, and timeline for special events.
2. Manage on-site event setup, production, execution, management, and tear down.
3. Assist with event supplies inventory.
4. Research and prepare educational tours for exhibitions and collections.
5. Provide instruction and assistance to exhibiting artists for their installations, including training, troubleshooting, and best practice art hanging methods.
6. Build and maintain positive working relationships with guests and stakeholders.
7. Other duties as assigned; evening and weekend hours required.

Goals:

1. Provide intern with experience in the following:
  - a. Expose intern to professional careers available in a museum environment, such as museum educators, audience researchers, and events managers.
  - b. Provide the opportunity to work as a team toward presenting a robust exhibition and events schedule.
  - c. Provide intern with a set of skills to apply beyond graduation, such as:
    - i. Awareness of events standards and best practices
    - ii. Direct management of events and educational tours
    - iii. Understanding basic visitor services concepts
2. Provide Purdue Galleries with the human resources necessary to manage schedule of special events during the course of the academic year.