



**Position Title:** Special Events Coordinator Internship

**Reports To:** Executive Director

**Objective:** A Special Events Coordinator Intern for the International Women's Air & Space Museum will be involved in several projects pertaining to and leading up to the museum's annual fundraiser "Corks in the Concourse" on Friday, August 31<sup>st</sup>, 2012.

1. Event Planning- Intern will assist in planning the museum's annual fundraiser "Corks in the Concourse" including planning entertainment, designing invitations, working with the caterer on an appropriate menu for the event, coordinate parking arrangements, designing decorations, preparing silent auction items, and the event layout.
2. Requesting Donations- Intern will request donations from companies and other non-profits for the silent auction held during the evening of the "Corks in the Concourse" event. Intern will be asked to contact past contributors and search for new possible contributors.
3. Data Assessment-Intern will visit past records of previous "Corks in the Concourse" to assess attendance, funds raised, membership involvement, etc. in an effort to improve the museum's fundraising with this event.
4. Volunteer Coordination- Intern will determine how many volunteers are needed for the event and send in a request to Greater Cleveland Volunteers. Intern will also make sure there are explicit instructions as to volunteer placement to ensure volunteers are in place before the event begins.

**Qualifications:** Applicants must have a minimum of two years undergraduate education, strong communication skills, both written and verbal, must be organized, detail-oriented, able to manage multiple projects, outgoing and enthusiastic. Strong computer skills, including website maintenance and e-marketing, a plus.

**Submit Resume to:**

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