



LAGUNA ART MUSEUM

Special Events Department Intern

Summer 2018

Department description:

The special events department is responsible for creating, leading, and managing multiple donor cultivation events and major high-level fundraising events and initiatives. Major events include the annual Art Auction, Palette to Palate, Wendt Award Dinner, exhibition openings, as well as other member and Board events. The special events department intern will assist with Laguna Art Museum's Centennial Celebration campaign, and with the 37th annual California Cool Art Auction. The Art Auction is a popular museum-curated event featuring original works by over 100 landmark California artists. This position is ideal for those seeking careers in curating, marketing, events, or development in the museum industry.

Daily tasks:

- Artist research on potential artists for California Cool Art Auction 2019
- Event coordination
- Compiling checklists and data entry
- Other events and development-related projects as necessary

Long-term projects / goals:

- Execution of major events including, but not limited to, summer exhibition opening reception, Centennial Ball, Centennial Birthday Party, Centennial Trolley Tour
- Writing Art Auction didactic labels
- Creating and managing the Art Auction database

Learning outcomes for intern:

- Experience with database management and event coordination
- Hands-on curatorial and research experience at a leading arts institution
- Experience with a Centennial Campaign

Minimum requirements:

Upper division students currently enrolled in undergraduate studies, graduate students, or recent graduates are encouraged to apply. Applicants should be confident, personable, capable writers and researchers, proficient in Microsoft Office, and have a rudimentary knowledge of California art history.

Hours per week:

10-12 hours