



MUSEUM of
NORTHERN
ARIZONA

Celebrating the Colorado Plateau

Title: Facilities Use Intern

Department: Visitor Services

Status: Part-Time, Unpaid

Supervisor: Assistant Visitor Services Manager & Facilities Use Supervisor

Position Description: The Facilities Use Intern is responsible for assisting the Facilities Use Supervisor with coordinating rental and in-house events, managing and organizing event set up and tear downs, and working events as needed.

Major Tasks and Responsibilities:

- Ensuring facility calendars are up-to-date
- Producing work orders for events
- Coordinating with museum staff for events on site
- Staffing rental/museum run events for hands-on experience
- Executing set ups and teardowns for events
- Digitizing old vertical files
- Shadowing supervisor and other staff on event walk-throughs
- Other duties as needed

Education and Experience Requirements:

- Actively enrolled in college or university, pursuing a related BA/BS degree
- Experience with and working knowledge of Microsoft Office Suite, especially Excel
- Customer service experience is a plus

Abilities, Skills, and Knowledge:

- Experience in an office environment is a plus
- Excellent organizational skills and attention to detail
- Good written and verbal communication skills
- Ability to responsibly handle sensitive and personal information

Working Schedule and Conditions:

- Must work 10-20 hours per week, on weekdays, between 9 am and 5 pm (exact schedule to be determined based on availability of candidate)
- Weekend and evening work hours for events are required, times will be adjusted as needed
- Need commitment of at least four months (one semester) for Spring/Fall or two months for Summer Break

Benefits

- Free housing, depending on availability
- Experience working in a professional, non-profit environment
- College credit, if applicable



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Deadline:

Please submit your application materials by February 1st to be considered for the spring of 2018. Otherwise position will remain open until filled.

How To Apply:

Send cover letter and resume to employment@musnaz.org. Please indicate in your cover letter the position you are applying for.

Job offer contingent on satisfactorily passing criminal background check.

The Museum of Northern Arizona is an equal opportunity employer.