

CATERING & EVENTS INTERNSHIP

(Unpaid)

The Fort Worth Museum of Science and History hosts events of varying size, complexity and purpose throughout the year. As Catering and Events Intern for the Museum of Science and History, you will be responsible for coordinating and implementing both corporate and social events. This is a key service and revenue generating position within the Museum, requiring extensive, effective interaction with staff throughout the Museum on a daily basis while exceeding guest and client expectations.

Basic Functions and Responsibilities and including but not limited to:

- Manage event from initial sale through successful completion; event coordination, event set up and wrap up
- Assist with BEO's and contracts.
- Develop and monitor timelines and schedules for events and enforce accountability among internal and external participants involved in specific events
- Respond to customer inquiries and develop customers independently; maintain contact with ongoing clients on a regular to include making suggestions, confirming and finalizing menus
- Ensure successful events that meet both the client needs and Museum's.
- Communicate all relevant information to appropriate museum departments in a detailed manner
- Work with approved catering entities to fulfill client expectations
- Contract and manage outside event vendors on the Museum's behalf as needed, such as caterers, florists, entertainment, event designers, valet, tent companies, photographers, etc. Maintain thorough records related to specific events, including files with purchase orders, vendor lists and contracts, meeting notes, e-mail communication, etc
- Outstanding verbal and written communication skills
- Strong attention to detail; experience with menu development, event coordination, BEO origination and food concepts
- Ability to work weekends and evenings when events are held
- A warm, professional interpersonal personality with the ability to work effectively with a range of staff, vendors, clients and service providers; must have a positive, achievement-oriented attitude and proactive work ethic
- The ability to maintain one's professional composure, deal with, and lead others calmly through what may be perceived to be stressful situations at the time with minimal supervision
- The ability to maintain the highest level of discretion and confidentiality with sensitive donor information

- Excellent computer skills including Microsoft Word, Excel and Outlook

[APPLY FOR THIS INTERNSHIP HERE](#)

THANK YOU FOR YOUR INTEREST IN THE FORT WORTH MUSEUM OF SCIENCE AND HISTORY!