SUMMER 2019 INTERNSHIP ANNOUNCEMENT

Guest Services: Facilities Rental

Position Title: Facilities Rental
Preferred Start Date: May 2019
Duration: 10-12 weeks
Days required per week: 2-4
Hours required per day: 4+

Position Information

An intern in the Facilities Rental Office will have the opportunity to work with the Facilities Rental Manager to market, rent, plan and produce a variety of meetings and events for rental clients, everything from staff retreats and convention receptions to awards dinners and wedding receptions. This internship is ideal for an outgoing, detail-oriented individual who enjoys meeting people, who is enthusiastic about event management and marketing/sales and would benefit from practical experience.

This internship provides the following practical opportunities in the areas of event management and marketing:

- Communicating with prospective clients by phone, email and in person about rental offerings and event options.
- Assisting in the planning and production of events using software programs including EMS and Meeting Matrix.
- Providing tours of the Library and Museum complex.
- Preparing for Lunch at the Library and Take a Break events.
- Coordinating website updates, email blasts and other possible marketing efforts.
- Other special projects as they may occur.

Knowledge, Skills, and Abilities

Specific requirements include:

- College level student preferred with study in hospitality, marketing, business or related field.
- Personable, mature individual.
- Ability to interact with staff, potential clients and clients.
- Good verbal and written communication skills.
- Computer skills including knowledge of PowerPoint and Excel are helpful.

To Apply

Submit a complete internship package by mail or email including the following:

- Completed and signed Internship Application Form
- Resume
- 2 Letters of Recommendation
- College transcript (a photocopy is acceptable)
- Letter of interest stating reasons for wanting to be an intern at the ALPLM, including:
  - Personal goals
  - Expectations of intern experience
  - How the internship relates to career plans
  - What he/she believes they can contribute to the Museum and/or Library
  - Special interests and abilities
- If doing this for university credit, supply school requirements and advisor's name and contact information

Mail or email your completed application package to:
Abigail Cline
Education Coordinator
Abraham Lincoln Presidential Library and Museum
112 North Sixth Street
Springfield, IL 62701
Abigail.Cline@illinois.gov