



VOLUNTEER OPPORTUNITY

Internship Title: Event Ambassador Volunteer

Department: Special Events

Internship Summary:

The Special Events Department at the Reuben H. Fleet Science Center is seeking 6-8 volunteers to complete projects and assist with exciting special events that may include: IMAX film premieres, corporate events and donor parties to name a few. Not only will you be helping a prestigious non-profit organization but you will be boosting your portfolio too! Minimum 6-10 hours per month, with a 3- 6 month commitment.

Primary Duties and Responsibilities:

- Support our Special Events staff with events.
- Event preparations; including, decorating, food preparation, light set-up, and audio/visual support.
- Other duties as requested by the Senior Sales Manager and/or Special Events Coordinator.

Qualifications Sought:

- Interest in hospitality, business and/or event planning preferred.
- Some previous office and/or catering experience preferred.
- Flexible schedule. Availability during certain evenings and weekends. 6 month minimum, 3-4 hours/month.
- Strong oral and written communication skills.
- Reliable, punctual, honest and friendly.
- Interview Required.

Training:

- Reuben H. Fleet Science Center Orientation.
- Training ongoing and based on individual projects.

Benefits:

- Learn more about event planning for a cultural institution in a fun atmosphere.
- Valuable training & experience in the field event planning so you can build your portfolio.
- Earn passes to the Fleet Center.
- North Star Science Store Discounts.
- Galileo's Café Discounts.

Age Requirements: Minimum age for this volunteer position is: **17**