

Site Navigation

Career Development (<http://www.stthomas.edu/careerdevelopment/>) » Job & Internship Listings (</careerdevelopment/joblistings>)

Project Management Internship

Exhibits Development Group [[employer.htm?sEmployerId=24c1flca5061c2e2d47118a85daeaecb](#)]

Position Status: Part Time (Unpaid)

Work Schedule: 2-3 days a week (10-20 hours)

Position Type: Internship

Location: Saint Paul, Minnesota

Job Description

Description: Exhibits Development Group, EDG, is a company dedicated to the development, production, marketing and distribution of traveling museum exhibitions, cultural projects, and corporate collections. Internship will interface with museum directors, curators, exhibition planning departments, international government officials, suppliers, partners and clients in the exhibition realm. The position will require the intern to be mentored by our Project Managers on a number of projects, which may include, but are not limited to:

- Creating Object Lists/PowerPoint's for upcoming exhibitions in support of the development and sales of each exhibition
- Assisting with various moving parts in the installation/de-installations and tour operations of exhibitions
- Researching specific areas of exhibition execution (sponsorship, website developers, transport vendors, insurance providers)
- Supporting Project Manager with scheduling and assigning various exhibition tasks to inside and external team members
- Project Management Administration, such as: reviewing contracts, supporting budget analysis for projects, distribution and collection of proposal requests

Desired Start Date: 06/01/2016

Job Function(s): Manufacturing/Production/Operations

Qualifications

- Junior or Senior undergraduate (sophomores may be considered if appropriate criteria is met)
- Major in Business/Management preferred, but will also consider majors in Art/Art History, Museum Studies, and/or Exhibit Design.
- Candidate must have exceptional written and verbal communication skills
- Must be proficient with Microsoft Office (Outlook, Excel, Word and PowerPoint) and Google Applications
- Strong computer knowledge and organizational skills
- Must have a positive/ambitious attitude

Degree Level: Doctorate in Sacred Liturgy

Desired Class Level(s): Junior, Senior, Graduate Student

Application Details

Application Deadline: 05/15/2016

Employer: Exhibits Development Group

Contact Name: Carrie B. Reid

Apply by Email: willp@exhibitsdevelopment.com [mailto:willp@exhibitsdevelopment.com]

Requested Materials and Documents

The employer has requested the following documents or materials be submitted with applications.

Required: Resume, Cover Letter

Material/Document Notes:

Please visit our website for more company information: www.exhibitsdevelopment.com.

For more information or to submit your resume and cover letter, please contact Will Peterson at willp@exhibitsdevelopment.com

Application Information

()

Posted On:

04/01/2016

Application Deadline:

05/15/2016

Contact:

Carrie B. Reid

Apply via email

Follow instructions listed under Application Details

UST Students and Alumni may access, save, and apply to postings; search by keyword, academic major, and location; view employer profiles; and receive automatic notifications.

LOG IN ([HTTPS://STTHOMAS-CSM.SYMPPLICITY.COM/STUDENTS/INDEX.PHP?MODE=FORM&S=JOBS&SS=JOBS&ID=E5D83E9E0BD40264115573D5F3108E5A](https://stthomas-csm.symlicity.com/students/index.php?mode=form&s=jobs&ss=jobs&id=e5d83e9e0bd40264115573d5f3108e5a))

Find Similar Opportunities

Posted under:

Manufacturing/Production/Operations (searchresults.htm?jobFunction=manufacturingproductionoperations)

Share This Opportunity

Project Management Internship - Exhibits Development Group #HireTommies <http://bit.ly/1qmNjRx>



Please note: Positions are submitted directly by the employer and are not pre-screened by the Career Development Center. Posting on this site does NOT indicate an endorsement of the employer by the University of St. Thomas. Neither the University, nor the Career Development Center, assumes any responsibility whatsoever for inaccurate or misleading information, nor does the presence of a posting on this site indicate the position is appropriate for any student. Employers posting positions are asked to abide by posting guidelines (<http://www.stthomas.edu/careerdevelopment/employers/tou/>). Job seekers should avoid positions requesting financial information and monetary payments/exchanges including checks, cash, or money orders as they are most likely a scam. As with any job posting site, applicants should research potential employers (<http://libguides.stthomas.edu/content.php?pid=176186&sid=1483504>) before applying. Please report any concerns with a particular posting or employer to the St. Thomas Career Development Center (<http://www.stthomas.edu/careerdevelopment/contact/>).

This public job and internship board receives updates from TommieCareers (<http://tommiecareers.stthomas.edu>) every 1-2 hours. Changes made to positions posted in TommieCareers will be reflected during the next scheduled update. Check Status (<status.htm>).