



Project Management Intern - Spring 2017

Position Information

Employer:

Exhibits Development Group

Division:

N/A

Title:

Project Management Intern - Spring 2017

Description:

Location: Pioneer Endicott Building, 141 East 4th Street, Suite 103, Saint Paul, MN 55101

Remuneration: Unpaid 3 month internship. Reimbursement for Parking and Bus Fare.

Schedule: 2-3 days a week (15-20 hours).

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. Interns will interface with museum directors, curators, exhibition planning departments, suppliers, partners, and clients in the temporary exhibition realm. This is an exciting opportunity to work with a close, interdepartmental team of committed individuals and develop a wide range of marketable skills, in an engaging setting. The Project Manager Intern must display a strong interest in strengthening their professional and personal skill set. This position will be mentored directly by EDG's Senior Project Manager, requiring work on a number of important projects, which may include, but are not limited to:

- Assisting with various moving parts in the installation/de-installation and tour operations for exhibitions
- Researching specific areas of exhibition execution (sponsorship, website developers, transport vendors, insurance providers)
- Supporting Director of Tour Operations with scheduling and assigning various exhibition tasks to inside and external team members
- General support including reviewing touring venue contracts, budget analysis for projects, distribution and collection of proposal requests

Upon successful completion of EDG's internship program, you will have a usable and universally relevant entry on your CV, a letter of recommendation from EDG's CEO, evolved confidence in high level business-to-business interaction, and a selection of vital references to help you transition into the next phase of your life.

Location:

Location #1

Nationwide

no

City

St. Paul

State/Province

Minnesota

Country

United States

How To Apply



Requested Documents:

- Resume
- Cover Letter

Important Dates



Posted On:

Aug 25, 2016

Applications Accepted Until:

Dec 15, 2016

Default Email For Resumes



internships@exhibitsdevelopment.com

Contact Information

Employer: Exhibits Development Group

Name: Ivy Johnson

Title: Exhibits Development Group

E-mail: internships@exhibitsdevelopment.com

Website: http://exhibitsdevelopment.com

Phone: 6512221121

Address: 141 East 4th Street Suite #103
Saint Paul, MN
55102 United States


Position Type:

Unpaid, Internship

Desired Class Level(s):

Sophomore, Junior, Senior

Salary Level:

Not Available 

Job Function:

Business Operations, Services, Administration

Desired Start Date:

January 13, 2017

Approximate Hours Per Week:

12-20

Qualifications:

- Junior or Senior undergraduate, or recent graduate (sophomores may be considered if appropriate criteria is met)
- Major in Business/Management; Art/Art History, Museum Studies, and/or Exhibit Design. Emphasis/Interest in Project Management preferred.
- Must have exceptional written and verbal communication skills
- Must have proven proficiency in Microsoft Office (Outlook, Excel, Word and PowerPoint)
- Exceptional computer knowledge and organizational skills
- Must have a positive/ambitious attitude
- Business-casual dress