



## ***Special Events Internship: Summer 2017 and Fall 2017 Internships***

### ***CONTACT:***

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### ***RESPONSIBILITIES:***

*Report to the Special Events Director in developing, planning and implementing all logistics for the 31<sup>th</sup> Annual Halloween Event with 1,000 attendees. Internship includes experience with developing sponsorship benefits and recognition; creating entertainment and décor plans; catering agreements; ticketing and promotion; marketing; load-in logistics; plan community steering committee meetings; work with vendors and other organizational activities for the success of the fund-raising event.*

*In addition, the internship will focus on all logistics and planning from sponsorship, marketing, table décor, silent auction, and catering for the Vizcaya 61st Annual Ball.*

*Hours are flexible, Monday through Friday. The internships are \$1,500 per each semester.*

### ***ABOUT VIZCAYA MUSEUM AND GARDENS:***

*Vizcaya Museum and Gardens is a National Historic Landmark that preserves the Miami estate of agricultural industrialist James Deering to engage our community and its visitors in learning through the arts, history and the environment. Vizcaya Museum and Gardens is recognized internationally for its cultural and historic significance, exemplary preservation, and dynamic visitor experience. 100% of the events proceeds go to benefit the promotion, protection, and preservation of the Vizcaya Museum & Gardens*