



Salisbury House & Gardens Event Internship

Reports to: Director of Events

Internship period: Flexible, preference is June 2023 – October 2023

Hours per week: 20 - 40 hours, dependent upon number of positions hired and candidate preference (primarily between Thursday – Sunday)

Pay rate: Ranging from \$11-\$13/hour, dependent upon anticipated college graduation year

Position Summary

Salisbury House & Gardens in Des Moines, Iowa is seeking an Event Intern who is passionate about gaining hands-on experience in fundraising events and private rentals. This position will be responsible for assisting with event planning and will learn to lead a team during private rentals as the on-site event coordinator.

Primary Job Duties

- Becoming an expert on our history and event capabilities to assist with on-site tours of the House and Grounds for prospective rentals.
- Having excellent attention to detail to take notes and update event manifests during meetings with clients.
- Provide input during planning of our fundraising events, and work as a team to execute those successfully. This includes guest service, cleaning, serving drinks to guests, decorating, and all other tasks required to execute amazing events.
- Gain the tools necessary to supervise event set up and tear down, as well as provide on-site supervision for private rentals.
- Assisting with taking photos and creating social media posts.
- Additional responsibilities as assigned or as interest is indicated by candidate.

Requirements for this Position

- Most Fridays and Saturdays are required—any day off requests must be approved prior to the start of the internship. Work hours can be as early as 9am and run to 12am. Work hours and flexibility can be discussed during the interview process.
- Excellent communication skills over the phone, via email, and in-person. Must always demonstrate professional behavior when working with the public, clients, vendors, volunteers, and coworkers.
- We are looking for a self-starter who is interested in gaining hands-on experience in event planning. Must be organized, responsible, have a great attitude, and be a team player.
- Candidate must be able to prioritize and handle a variety of assignments in a fast-paced workplace.
- Candidate must be able to lift 25 pounds.
- Candidates majoring in Event Planning, Communications, or a related field are preferred.

About Salisbury House & Gardens

Salisbury House was built in the 1920s by cosmetics magnate Carl Weeks and his wife Edith. The home was modeled after the King's House in Salisbury, England. The historic home contains authentic 16th century English oak woodwork, English flintwork and rafters that date back to the time of Shakespeare. Called a "national treasure," Salisbury house is graced with the family's original collection of original artworks, tapestries and antique furnishings.

Our mission is to preserve, interpret and share the international significance of Salisbury House and its collections as a historic house museum for the educational and cultural benefit while serving as a unique community gathering place.

How To Apply

Please send application materials to **contactus@salisburyhouse.org**. Application materials should include a resume, summer availability, and reason for interest in the event internship. Applications will be accepted until position(s) are filled.