1940s Day Intern

**Department:** Community Collaborations

**Intern Title:** Event Planning Intern - 1940s Day

**Purpose:** Assist the Manager of Community Collaborations as they prepare, implement and promote 1940s Day

**Background:** During the 1940s Day, Union Terminal was in its heyday. Thousands of people were coming and going from the train station on a daily basis and because of this UT became its own, “city within a city.” To celebrate the building’s history, 1940s Day was created as a large scale living history event to offer an immersive experience for guests to learn the history of the building in a fun, educational and engaging manner. 1940s Day offers something for everyone such as an historic car show, big band music and swing dancing, costume contest, historic vendors and lecturers. 1940s Day returned to the Museum Center last year after being held offsite for 3 years at Lunken Airport. For this year’s event the expectation is to keep the momentum going and see an increase in attendance.

**Location:** Cincinnati Museum Center at Union Terminal – 1301 Western Avenue, Cincinnati, Ohio 45203

**Key Responsibilities:**

- General office work (create contacts, training guides and research)
- Attend events, trainings, or meetings as needed
- Write social media posts about the event
- Identify potential new community partners
- Be willing to dress in period clothing and feel comfortable having your photo taken for marketing promotions
- Oversee the distribution of 1940s Day posters
- Work/communicate with community partners and with various departments within CMC
- Help with set up, tear down and running 1940s Day

**Requirements:**

- Working towards a degree in creative writing, communications, media or event planning preferred
- Previous museum, marketing or event planning experience is a plus
- Must have a flexible schedule (some limited early morning or weekend needs)
- Self-motivated and disciplined
- Able to work independently in a fast-paced museum environment
- Excellent public relations and verbal/written communications skills are essential
- Have a familiarity with Microsoft Word, Excel, Power Point and Publisher
- Candidate must be able to perform occasional lifting of items up to 20 pounds, must be able to set up tables and chairs, and sit or stand for long periods of time up to an hour or more
- May be asked to assist with general community engagement programs, festivals and events
1940s Day Intern

Reports To: Emily Logue-Rose – Manager of Community Collaborations

Length of Appointment: (standard is 10 weeks)

Time Commitment: minimum 10 to 15 hours/ week (hours available 9am to 4pm Monday to Friday)

Benefits:
- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center
- Free parking at Cincinnati Museum Center locations
- Discounts at food locations
- Invitations to select exhibit previews, special events and lectures
- Professional development, training opportunities and work experience

Dress Code:
- Business casual
- Jeans are ok at given times

Age Requirement, if any:
Eligible candidates considering an internship are defined as individuals who meet one or more of the following criteria:
- Currently enrolled as an undergraduate student
- Currently enrolled as a graduate student
- Have graduated within the past year