

# Leigh Yawkey Woodson Art Museum

## Special Events Intern

As north central Wisconsin's only accredited art museum, the Leigh Yawkey Woodson Art Museum, located in Wausau, serves a largely rural, 15-county geographic area. Its diverse changing exhibitions and related education programs have garnered regional, national, and international recognition. The Institute of Museum and Library Services recognized the high quality of the Woodson Art Museum's community engagement by awarding the Woodson the 2017 National Medal for Museum Service.

The Museum's inaugural 1976 exhibition, *Birds of the Lakes, Fields and Forests*, evolved into the competitive international annual juried *Birds in Art* exhibition. Avian art and art of the natural world continue to guide the focus of the permanent collection, comprising more than 15,000 objects.

### **Internship Summary:**

The Special Events Intern reports to the Administrative Manager, however, they will have the opportunity to collaborate across all departments at the Museum. The goal of this internship is to build event planning skills that work in conjunction with and celebrate the history of an institution, while also serving key stakeholders as well as diverse audiences.

### About the Events:

September 2025 marks the start of the Leigh Yawkey Woodson Art Museum's fiftieth year, and the coinciding fiftieth edition of its flagship exhibition, *Birds in Art*. Every year on the weekend following Labor Day, the Museum celebrates the opening of *Birds in Art* and the artists in the exhibition. On the Thursday and Friday of that week, the Museum hosts a two-day Preview Experience with its dedicated membership base. The Museum has a membership program of approximately 900 households that live primarily in the central Wisconsin region; however, many do travel to the Museum from across the country and world for this event. Approximately 400 members, artists, and Museum guests are in attendance each day of the Preview Experience. To make 2025's celebration special, the Museum is coordinating an exclusive Fiftieth Anniversary Celebration event for its leadership-level members. These events are just the start of the celebration, as the Museum looks to celebrate its fiftieth year throughout 2025 and into 2026.

### Projects:

#### *Assist in Planning:*

The intern will provide a supporting role in the event planning of the Fiftieth Anniversary Celebration working with a team of Museum staff members. Possible tasks include making phone calls, emailing, and working with outside vendors, organizing constituent records in a database, making or acquiring decorations, and compiling historic Museum information.

#### *Coordinate a Special Event:*

The Special Events Intern will lead the planning of an event of their own creation within the provided budget to be executed in the anniversary year. Under the guidance of the Museum's director and administrative manager, the intern will base this event off the Museum's institutional history and the needs of our audience and stakeholders.

#### *Organize Archives:*

The Museum has extensive physical archives of its fifty-year history. The Intern will sift through those materials and digitally archive some to use throughout the year of celebration. The resulting project will allow for the Intern's creativity and interpretation to come into play.

### **Experience and Qualification:**

- Current or recent undergraduate or graduate students in arts management, museum studies, event management, hospitality management, non-profit management, business administration, studio art, or related field are encouraged to apply;
- Strong interpersonal skills with customer service experience;
- Ability to complete assigned projects responsibly, with care and attention to detail;
- Interest in donor/member management;
- Some constituent database (the Museum uses Altru by Blackbaud) and Microsoft Excel experience preferred;
- Ability to operate computers and general office equipment;
- Ability to sit and stand for considerable lengths of time;
- Physical requirements including kneeling, bending, standing, and lifting up to 25 lbs.

### **Timeline:**

- December 2, 2024: Applications deadline
- December 9, 2024 – January 3, 2025: Interviews
- January 13 – 17, 2025: Offer and notification of non-receipt. This position is subject to a background check.
- January 20 – February 3, 2025: Flexible start date

### **Schedule:**

Monday – Friday, within the hours of 8:00 am – 4:30 pm. The Intern will need to be on-site. May require occasional evenings or weekends for special programs

### **Compensation:**

The Special Events Intern will receive a \$3,000 stipend for a 14-week part-time internship (approximately 225 hrs). To meet an intern's educational requirement, the Museum is flexible on the duration and total hours of the internship, however the stipend is non-negotiable given the length of internship. The intern may also seek course credit, with further discussion and arrangements between their university and Museum staff.

### **To apply:**

Please submit the documents listed below to [info@lywam.org](mailto:info@lywam.org) and include Special Events Application in the subject line.

- Resume, including any relevant coursework
- Cover letter, describing successful event that you have helped plan and how this internship fits your career goals

**Leigh Yawkey Woodson Art Museum**

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