

**Exhibits Development Group
Project Manager Internship**

Location: Northwest Building, 275 East 4th Street, Suite 580, Saint Paul, MN 55101

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

Schedule: 2-3 days a week (12-20 hours)

Qualifications:

- Junior or Senior undergraduate (sophomores may be considered if appropriate criteria is met)
- Major in Business/Management preferred, but will also consider majors in Art/Art History, Museum Studies, and/or Exhibit Design.
- Candidate must have exceptional written and verbal communication skills
- Must be proficient with Microsoft Office (Outlook, Excel, Word and PowerPoint) and Google Applications
- Strong computer knowledge and organizational skills
- Must have a positive/ambitious attitude

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. Internship will interface with museum directors, curators, exhibition planning departments, international government officials, suppliers, partners and clients in the exhibition realm. The position will require the intern to be mentored by EDG's Project Manager on a number of projects, which may include, but are not limited to:

- Creating Object Lists/PowerPoint's for upcoming exhibitions in support of the development and sales of each exhibition
- Assisting with various moving parts in the installation/de-installations and tour operations of exhibitions
- Researching specific areas of exhibition execution (sponsorship, website developers, transport vendors, insurance providers)
- Supporting Project Manager with scheduling and assigning various exhibition tasks to inside and external team members
- General support including reviewing contracts, budget analysis for projects, distribution and collection of proposal requests

Business-casual dress is expected. Prefer applicant to use his or her personal laptop computer.

Please visit our website for more company information: www.exhibitsdevelopment.com.

For more information or to submit your resume and cover letter, please contact Ben Jacobson, at benj@exhibitsdevelopment.com.