



MUSEUM OPERATIONS INTERN

The National Comedy Center is currently seeking interns for its 2024 internship program. This is an excellent opportunity to get involved with an award-winning non-profit cultural institution and national-scale destination to gain real-world experience, learn new skills, and make connections. The state-of-the-art National Comedy Center was recently named the “Best New Museum” in the country by *USA Today* and one of the “World’s Greatest Places” by *TIME* magazine.

The Museum Operations Intern will assist with the daily operations of the National Comedy Center and the Lucy Desi Museum.

This internship will be on-site in Jamestown, NY, for the Summer 2024 season.

RESPONSIBILITIES

- Assist with day-to-day activities in the Lucy Desi Museum and the National Comedy Center.
- Assist with Food and Beverage areas and inventory control. Work with vendors.
- Assist the Volunteer Coordinator and facilitate the implementation of Lucille Ball Comedy Festival Volunteer schedule.
- Assist with overseeing and implementing Block Party programs (handling the overall organization of beverage tents, outside vendors, crowd control, and entertainment).

REQUIREMENTS

- This internship is ideal for students majoring in Business Management, Accounting, Hospitality, and Marketing/Communications.
- Must commit to at least 15-20 hours per week. Hours are flexible.
- All interns must complete a minimum of 4 hours each week on the floor of the National Comedy Center to learn how the attraction operates, interact with visitors, and increase their comedy knowledge.
- During the week before and the week of the Lucille Ball Comedy Festival in August, hours may increase to full time but remain flexible (each intern can work out schedule with supervisor).
- Interns will utilize their personal laptops during the internship. If other arrangements are needed, please discuss upon acceptance into our program.

CONTACT

To apply, please submit a resume and cover letter to internships@comedycenter.org. Phone/Skype interviews are also available for students who cannot interview in Jamestown.