

JOB DESCRIPTION FOR DEPARTMENT INTERNS

MEMBERSHIP & SPECIAL EVENTS INTERN

The membership intern will work closely with the membership manager assisting in the maintenance and development of the Museums' membership roster as well as in the implementation and enhancement of members' benefits.

DUTIES WILL INCLUDE:

1. Process membership requests in conjunction with the membership manager.
2. Track, maintain, and report inventory levels of members' premiums including, but not limited to: thank you letters, notecard sets, postcards, invitations, newsletters, annual reports, bookmarks, reciprocal lists, and membership cards.
3. Assist with the upkeep of the museum donor files.
4. Assist with preparations for special events and meetings. Duties include: making nametags, event attendance spreadsheets, labels for mailings, place cards, copying, assembling notebooks, etc.

QUALIFICATIONS NEEDED:

This internship is for an individual interested in museum public affairs and development. Must be organized, have excellent attention to detail, and ability to work independently. **MUST BE ABLE TO WORK A REGULAR SCHEDULE FOR 10 HOURS PER WEEK.** Flexibility in hours will occur occasionally due to special events held on evenings or weekends. Knowledge of MicroSoft Word, Excel, and FileMaker Pro programs is desirable. Work-study eligible students preferred due to budget restrictions.