

Membership Internship

Internship Overview:

The Membership Intern will become familiar with fundraising and customer service strategies, as well as with direct mail and on-site membership programs within a museum setting. Working closely with staff, the Membership Intern will be involved in projects including on-site initiatives, membership campaigns, the planning and organizing of member events, and database management.

Commitment:

20–40 hours per week, depending if applying for a paid internship. Please specify your availability when applying.

Responsibilities:

- Respond to member correspondence via mail, email, and telephone
- Learn how to use Raiser's Edge, a donor management tool, as well as assist with database projects
- Assist in planning and implementing member events, including Member Preview Day, before special exhibition openings
- Research artist profiles for possible use in direct mail campaigns
- Update statistics on the representation of women artists, including surveying works shown in local museums
- Archive membership materials
- Assist with image permissions and prospect research as needed
- Perform general administrative duties as needed

Preferred Skills & Competencies:

- Strong writing and communication skills
- Customer service experience
- Familiarity with Microsoft Office
- Experience with Raiser's Edge is a plus
- Ability to work independently and as part of a team
- Completed sophomore year of college at the time of internship start date