



Museum Administration - Development and Fundraising: Special Events and Membership Position Description

Goal of internship:

The internship will provide the student with an introduction to standard museum practice and provide hands-on experience in museum work. By the end of the term, the intern will be fully familiar with the development and fundraising functions within the museum setting. This will include: assisting with membership and fundraising events including Exhibition openings, Director's Dinners, Family Benefit, ICON Awards in the Arts, etc.; coordinating mailings, attending events and assisting with set-up, check-in and other duties as necessary.

Objectives:

The intern will assist in the preparation of all membership and fundraising events and openings. Duties may include: updating of membership information, preparing renewal notices, coordinating special events, and developing new membership drive programs.

The intern will have hands-on experience in compiling information to be used at special events including mailing lists, invitations, and event materials – programs, guest lists, etc.

The intern will assist the Development Department staff in the normal daily work within the department.

Evaluation:

The intern will be evaluated on the basis of his or her performance of the above tasks and the degree of independent thinking which (s)he approaches the assigned tasks.

At the end of the internship period, a Museum Intern Evaluation form will be completed by the staff supervisor(s).

It is strongly recommended that the student keep a journal of their experiences at the museum. While this is no longer a requirement of the museum, it is an excellent way for the college to be informed of the nature of the student's activities, and an opportunity for the student to reflect on the term's experiences.

Finally, an exit interview will be scheduled with Museum Staff to evaluate (from the student's perspective) the internship experience.