

**THE JEWISH MUSEUM**  
**INTERNSHIP DESCRIPTION FORM**

**DEPARTMENT:** Individual Giving

**DESC. DATE** 12/15/09

**TITLE:** Membership Intern

**FLSA STATUS:** N/A

**SUPERVISOR** Director of Membership  
*(Title, not name)*

**SCHEDULE:** Flexible (either)  
*(Full-time or Part-time)*

**SUMMARY:**

Assist the Membership Department staff in all areas related to membership development, fund raising, the web site and member services. This is an excellent opportunity to observe the inner workings of a non-profit organization, as well as to gain experience working within a museum, and to learn non-profit development practices. Great opportunity to learn Raisers' Edge, the most popular non-profit database program.

**DUTIES AND RESPONSIBILITIES (Include percentage of time):**

**ESSENTIAL FUNCTIONS:**

- Assist membership staff with membership service tasks.
- Clerical duties that include filing, answering phones, executing financial transactions, data entry (opportunity to learn Raisers Edge) and prospect research.
- Customer Service duties that include welcoming members to museum (lobby membership desk), answering member calls, meeting member requests, helping with member events.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Assisting staff in meeting member requests.
- Filing and clerical duties.
- Executing financial transactions.
- Providing information to museum visitors.

**QUALIFICATIONS (including physical requirements):**

- College student
- Have an interest in customer service / member relations.
- Team-oriented, flexible, and a strong attention to detail.
- A "people person."

**Send Resume with Cover Letter To:  
Director Human Resources  
The Jewish Museum  
1109 Fifth Avenue  
New York, NY 10128  
Email: [interns@TheJM.org](mailto:interns@TheJM.org)  
Fax: 212-423-3232**

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