

## **Internship Opportunities: Membership Intern**

**Department:** Membership

**FLSA Status:** Unpaid Position

**Supervisor:** Director of Membership

**Schedule:** Flexible during Mon. – Fri., 9:00am to 5:00pm, or as arranged.

**Start Date:** August 2010 thru (to be determined)

### **Position Summary:**

Assist the Membership Department staff in all areas related to membership development, fund raising and member services and benefits. 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 membership department and development practices. Great opportunity to learn Raisers' Edge, the gold standard cultural organization database program.

### **Essential Internship Functions:**

- Assist membership staff with membership service tasks.
- Administrative duties that include responding to member requests, 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, assisting with member events.

### **Secondary Internship Functions:**

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

### **Internship Requirements:**

- College student
- Have an interest in membership development / customer service / member relations.
- Team-oriented, flexible, and a strong attention to detail.
- Good people skills.