

Announcement of Internship Fall Semester 2010

Position Title: Membership/Development Intern

Reports to: Development Director

Part Time: 10-20 Hours per week

Internship Dates: Fall, September - December actual dates flexible

Job Description: The role of the Development Intern is to support the efforts of the development office including Museum membership efforts, annual fund campaign, sponsorship materials, and donor events. Development responsibilities also include database entry, receiving calls from prospective donor organizations, filing and special projects. As a member of the staff team, the Development Intern implements strategies that carry out the museum's overall mission.

Basic duties and responsibilities include but are not limited to:

1. Assist the Development Director with business partnership program communication and preparation of sponsorship packages
2. Work with the Development Director, Membership Coordinator, and Development Database Manager concerning data entry into the donor database, Raiser's Edge.
3. Assist with donor and member related events including exhibition preview parties and other events (ArtPrize, Centennial Gala, and opening of *Diana – A Celebration*)
4. Other duties and special projects.

Requirements: Applicants should have the following qualifications:

- Very strong organizational, written and verbal communication skills
- Excellent attention to detail.
- Advanced computer skills required. Qualified candidates will have knowledge in Microsoft Word and Excel.

Compensation: Internships are **unpaid**; however, students may receive academic credit. Students are responsible for making arrangements with their schools to receive credit for internships.

Application Deadline: August 27, 2010

To Apply: Please submit a resume, cover letter, one letter of recommendation from a professor or previous employer, and a short writing sample to the Education Department by email at jboot@artmuseumgr.org or by postal mail:

Grand Rapids Art Museum
Attn: Jean Allemeier Boot
101 Monroe Center
Grand Rapids, MI 49503