

## Internship at Grand Rapids Art Museum

**Title:** Advancement Intern

**Reports to:** Manager of Corporate & Individual Giving

**Length of Internship:** 4-9 months, start and end dates flexible, 20 hours per week. Office hours are flexible Monday through Friday between 9am and 5pm.

The Grand Rapids Art Museum seeks an intern to assist its Advancement Department with department projects, fundraising events, grant writing, and various administrative needs related to departmental goals.

### **Duties and Responsibilities:**

The Advancement Intern will gain valuable experience working in a museum setting while learning the skills necessary to be effective in building community relationships, coordinating events, and organizing internal processes and data. The hired intern will work to support the Advancement Department with regular activities including:

- Assist with event details including coordination and execution of events (if they fall within the time frame of the internship)
- Grant writing and editing
- Membership processing
- Participation in a variety of programs and represent the Museum at events
- Research and outreach to various community groups/organizations
- Altru software database entry- Event registration, constituent management, meeting notes, action items, and reminders
- Create and post content on the GRAM website
- Develop an organized system for corporate partner outreach, including; renewals, mailings, and meeting requests
- General administrative help
- Additional projects that will be tailored to meet your specific career goals

### **Requirements:**

- The ability to represent GRAM and interface with all levels of staff, volunteers, and donors while maintaining tact, diplomacy and confidentiality is essential
- Excellent professional verbal and written communication skills, including the ability to compose, edit and proof correspondence and documents is required
- Creative ability to efficiently and effectively translate ideas into action
- Must be a high-energy, self-starter with extraordinary organizational skills
- The ability to prioritize assignments and see work through from start to completion
- High level of multi-tasking abilities with an attention to detail
- Demonstrated guest-centric attitude
- Proficient in Microsoft Office Suite (Word and Excel) and comfort learning new software programs (Altru).
- Though not limited to, students pursuing a degree in Communications, Non-Profit Management, Hospitality, Graphic Design, and Marketing or related field are encouraged to apply.

**Compensation:** Internships are unpaid; however, students may receive academic credit or volunteer hours. Students are responsible for making arrangements with their academic institution to receive credit for internships. GRAM provides parking vouchers for the adjacent downtown parking lot and reimburses mileage for GRAM related trips (pick-up and deliveries, last minute event errands, etc.)

To apply for this internship, please submit a cover letter and resume to: [intern@artmuseumgr.org](mailto:intern@artmuseumgr.org). Please include "Advancement Intern Application" in your subject line.