



Museum Administration-Development Fundraising 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 informational research on potential donors; assistance with department mailings; working on development events; conducting and reporting on surveys; assisting with the Museum Council.

Objectives:

The intern will assist in the preparation of research and information on potential donors, which could include individuals, corporations, businesses and foundations.

The intern will have hands-on experience in compiling information to be used in proposals, meeting with funders, and preparing final reports for funding agencies.

The intern may be responsible for coordinating audience and visitor surveys including preparation, administration and compiling results of surveys.

The intern will assist the Development Director 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.