



BRUCE MUSEUM
One Museum Drive • Greenwich, CT 06830-7100
203.869.0376 • www.brucemuseum.org

Museum Administration-Development Membership 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 membership functions within the museum setting. This will include: assisting with the membership database, preparing mailings, coordinating Young Friends, Robert Bruce Circle and other membership events.

Objectives:

The intern will assist with the updating of membership information, preparing renewal notices, coordinating special events, and developing new membership drive programs.

The intern will have hands-on experience developing special membership programs and will work closely with the Membership Manager, the Manager of Volunteers and Special Events Manager.

The intern will assist the Membership Manager 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.