

Membership/Development Internship

Commitment: Two to three days per week

Semesters: Fall, Spring, Summer semesters

Description:

The Membership/Development Intern will work with the Membership Manager and Coordinator on RMA's membership program as well as the development department. Duties will include assisting with data maintenance, correspondence and mailings; conducting research on individuals and other museums; assisting at membership events; general administrative duties and other special projects. Academic requirements may be fulfilled by arrangement with the individual college or university.

Qualifications:

A bachelor's or master's degree candidate preferred, especially someone with a strong interest in arts administration. The individual must have strong computer, organizational, and interpersonal skills. Proficiency in Microsoft Word and Excel are required.