

Seattle Art Museum
Unpaid Internship Description

Title: Capital Campaign Intern

Department/Location: Development

Staff Mentor: Campaign Officer and Campaign Associate

Learning Objectives: The Capital Campaign Intern will provide key development support within the Major Gifts/Capital Campaign team which includes SAM's Campaign Officer and Campaign Associate. Projects will encompass Raisers Edge database training and donor stewardship for the Capital Campaign. This internship will also provide the candidate with an opportunity to gain knowledge and experience in essential museum operations through events and enrichment programs.

Intern Tasks:

- Event support
- Donor tracking through CRM database
- Correspondence/Communication with donor and prospective donors
- Expected time commitment: 8-10 hours per week, flexible within Monday-Friday 9 am-5 pm office hours. Duration of internship will last through summer months with opportunity to extend into fall.

Qualifications:

- Excellent time management skills
- Basic Microsoft Office knowledge
- Light to moderate professional office experience
- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively to staff, volunteers and public.
- Basic filing, typing and computer skills.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.

Physical Requirements:

- Manual dexterity.
- Ability to lift up to 20 pounds

Education:

- B.A. in progress or completed.
- Demonstrated interest in arts or nonprofit administration, or museum studies.

APPLICATION PROCESS:

Submit via mail or email

- Letter of interest
- Resume
- SAM Internship Application (available at <http://www.seattleartmuseum.org/about-sam/careers#int>)
- Two letters of recommendation.

Mail: Manager of Volunteer Programs
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: volunteer@seattleartmuseum.org