

Seattle Art Museum Unpaid Internship Description

Title: Corporate Relations Intern

Department/Location: Development, SAM Downtown

Staff Mentor: Institutional Giving Associate

Learning Objectives: The Development Department is seeking a motivated and detail-oriented intern to provide support for Seattle Art Museum's Corporate Relations team, in addition to general support within the development department.

Intern Tasks:

- Complete and mail membership packets for Corporate Partners
- Complete monthly renewal materials for Corporate Partners
- Coordinate and prepare sponsor summary reports
- Conduct donor prospect research, prepare solicitation materials, and follow-up by phone or email
- Update Corporate Partners donor lists
- Update and maintain accurate records in Raiser's Edge (SAM's donor database)
- Other Raiser's Edge projects as assigned
- Perform other administrative duties and support as needed including donor filing, mailings
- Expected time commitment: 12 hours flexible within Monday - Friday 9 am - 5 pm office hours with occasional evening donor events.

Qualifications:

- Ability to manage a variety of projects simultaneously and to demonstrate strong time management skills.
- Ability to maintain confidentiality of donor giving histories and personal information.
- Willingness to assist with projects at all levels and to help within the department as needed.
- Ability to prioritize projects as needed and be self-motivated while working independently.
- Strong written and oral communication skills.
- Basic knowledge of Microsoft Word and Excel.
- Interest in learning about fundraising, membership, or working in a museum or nonprofit arts environment.
- 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:

- Working towards completing an AA, BA, MFA, MA, or some form of higher education in any discipline or a certificate program in an area of interest related to the museum

APPLICATION PROCESS:

Submit via mail or email

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

Mail: Internship Coordinator
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: internships@seattleartmuseum.org