

**Seattle Art Museum  
Unpaid Internship Description**

**Title:** Membership Intern

**Department/Location:** Development

**Staff Mentor:** Membership and Annual Giving Director

**Learning Objectives:** The intern will work with staff to research and evaluate SAM's current Membership benefits program as it relates to tax-deductibility codes. The intern will produce a written report for use identifying possible changes to be made to the museum's tax-deductible valuation program.

**Intern Tasks:**

- Research IRS tax deductibility codes along with SAM's current tax-deductible valuations.
- Expected time commitment: Project should take no more than 40 hours to complete. Flexible on days and office hours. Project must be completed by July 31, 2018.

**Qualifications:**

- Some understanding of Development/Advancement work and membership programs.
- 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 completion of Bachelor's degree in museum studies, arts administration, accounting or law

**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](mailto:internships@seattleartmuseum.org)