Development and Visitor Experience Internship

The Morris Museum has an ever-growing Development and Visitor Services staff and interns, and is looking for new team members! This position is a great opportunity for those wishing to learn about non-profit management or Development in a cultural setting. There is opportunity for growth in this role.

**Requirements:**

* 21 or over;
* undergraduate or graduate students, or recent graduates;
* comfortable interacting with high-net-worth individuals and senior Museum leadership, while displaying professionalism and discretion;
* interested in promoting the mission and activities of the Museum
* proficient in Microsoft Office, comfortable using iPads, and interested in learning fundraising and admissions software

**Responsibilities:** Interns will work closely with the Development and Visitor Services team to perform tasks including:

* administrative projects in Raiser’s Edge (fundraising software);
* supporting special event production by working with facilities staff, caterers, florists, and other vendors, as needed;
* membership mailings (ex: fulfilment and renewals);
* greeting and welcoming guests to the Museum, fielding donor inquiries, and providing directional services;
* overseeing transactions at the front desk;
* assisting in the Museum shop;
* providing in-office support to the Development department;
* and other tasks

Reports to: Director of Development

Applications accepted on a rolling basis

**Please send cover letter and resume to developmentintern@morrismuseum.org**