BLANTON MUSEUM OF ART INTERNSHIP PROGRAM, Summer 2019

POSITION: Development Internship
DEPARTMENT: Development
REPORTS TO: Rebecca Dearlove, Development Associate
HOURS: 10-15/week
Compensation: Unpaid

RESPONSIBILITY:
This internship is an exciting opportunity to learn about the day-to-day functions of a non-profit organization. Fall interns will aid the Blanton Development staff with current fundraising projects, research, and office assistance. This internship is a chance for a student to gain valuable real-world career experience and insight into how a museum and its development office operate. Applicants from all backgrounds are encouraged to apply.

REQUIREMENTS:
• Desire to learn about the fundraising operations of a not-for-profit organization
• Discretion and professionalism in dealing with sensitive information
• Experience with Excel and Microsoft Word is preferred
• Current UT undergraduate student preferred
• No prior experience in development is required

DUTIES:
The Development Intern’s responsibilities may include, but are not limited to:
• Assist with mailings
• Data entry
• Production and assembly for fundraising materials
• General office support activities
• Special events
• Other related tasks as required

UPCOMING PROJECTS:
• Program reporting
• Fundraising for 2019-2020 programming
• Fall 2019 National Leadership Board meeting
• “Art Club” and “Art Crowd” programming

TO APPLY, PLEASE SEND:
• Resume with education, employment history, and names of 3 references
• 1 letter of recommendation
• Cover letter addressing your interest in the position. If applying for more than one position, please include order of preference.
• Short sample of academic writing (10 pages maximum)

Submit via email in PDF format only (please no doc files) to Rebecca.dearlove@blantonmuseum.org by June 15, 2019.