

BLANTON MUSEUM OF ART INTERNSHIP PROGRAM, Fall 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 (8-10 pages)

Submit via email in PDF format only (please no doc files) to [Rebecca.dearlove@blantonmuseum.org](mailto:Rebecca.dearlove@blantonmuseum.org). Applicants will be accepted until the position is filled.