

Minnesota Children's Museum Internship Position Description

Position Title:	Fundraising Events Intern
Department:	Development
Supervisor Title:	Development Associate
Classification:	Intern, temporary part-time: 8-10 hours/week including nights and weekends

Institutional Mission

Sparking Children's Learning through play.

Position Summary

The Development department at Minnesota Children's Museum seeks an intern to assist in the planning and execution of our 2010 Grand Family Ball. The formal affair held at Minnesota Children's Museum is an all-inclusive family celebration that will take place on June 19, 2010, with the goal of raising \$189,000 to support the Museum. The evening will feature visits with characters from the Wizard of Oz, dinner, dancing and raffle drawing. The Fundraising Events Intern will gain a firsthand knowledge of marketing and fundraising in a fun and fast-paced non-profit environment.

Major Job Accountabilities

This is an estimate of the duties to be included in the internship. The exact duties and projects will be determined by mutual agreement of the intern and Museum staff. Depending on experience and background, the intern may have the opportunity for more creative and independent work. All duties will be carried out with direction and supervision of the Development Associate.

% of Time

- 40 % Assist Development staff and Grand Family Ball Committee in collecting/securing raffle items for the event. This may include making follow-up phone calls and visits, writing letters, and data entry. Some local travel will be involved.
- 35% Assist with display of raffle items at event. This may include calling donors for display items, searching for display images on the web for PowerPoint presentation and for print and creating certificates for event and décor construction.
- 15% Keep spreadsheet to track all raffle items and display items
- 5% Work at Grand Family Ball event and coordinate all cross checking of items week prior to event. Help set up sponsor rooms and décor throughout the Museum.
- 5% Other duties as assigned.

Knowledge, Skills and Abilities Required

1. Formal education in related field (development, marketing, communications, journalism or related experience.)
2. High comfort level with making phone calls to Board members, committee members and prospective donors.
3. Skill in coordinating and completing tasks and projects.
4. Excellent written, verbal and organizational skills.
5. Computer skills, including word processing.
6. Ability to work well with others as well as on an independent basis.

Training Provided

1. Museum background and philosophy.
2. Policies and practices of marketing and communications in a nonprofit cultural institution.

I understand the assignment profile and agree to the responsibilities and commitment. A general orientation and specific training will be provided

Intern (PLEASE PRINT): _____

Intern Signature: _____

Date: _____