

Minnesota Children's Museum Internship Position Description

Position Title: Membership & Events Intern
Department: Membership & Events
Supervisor Title: Membership & Events Coordinator
Classification: Intern, Temporary Part-time

Institutional Mission

Sparking children's learning through play

Position Summary

This position is responsible for a variety of types of member research. This includes surveying members and event attendees, analyzing results, and creating reports to present findings. This position will also help plan and implement a new program consisting of a "member advisory board" to dig deeper into the wants and needs of Minnesota Children's Museum member families. The Membership Intern will help arrange and facilitate Museum events and rentals and will also take part in promoting memberships and developing the Museum member benefits program.

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. All duties will be carried out with the direction and supervision of membership and events staff.

% of Time

- 30% 1. Implementing surveys for membership and events using online survey software and face-to-face intercepts. Collecting and analyzing results of surveys and creating final reports of conclusions.
- 25% 2. Preparatory work for Member Advisory Board including setting up quarterly meeting, creating and distributing materials, surveying members and developing reports to show findings of all Member Advisory Board projects. Sending and tracking incentive for Advisory Board members.
- 20% 3. Assist with various events and rentals that occur during the time of the internship.
- 10% 4. Complete research to develop and improve Minnesota Children's Museum member benefits program and renewal incentives.
- 10% 5. Check in members on busy Museum days. Promote and sell memberships on Target Free Third Sundays.
- 5% 6. Attend meetings as necessary, including the membership meeting and marketing huddle.

Knowledge, Skills and Abilities Required

1. Formal education in related field (communication, marketing, public relations, business).
2. Ability to organize time and work independently, follow directions and complete tasks in an effective manner.
3. Skill in coordinating tasks and projects. Prior experience in planning and executing events preferred.
4. Computer skills, including word processing and experience with Microsoft office. Knowledge of Raiser's Edge or other membership software preferred.
5. Good written and verbal skills.
6. Ability to work well with people, face-to-face, on the phone and over online communication.

Training Provided

1. Museum background and philosophy.
- 2.