

# Samuel P. Harn Museum of Art

## Intern Project Description Form

**Staff contact names:** Alli Hudson, Associate Director of Development; Blythe Garrett, Development Administrative Assistant

**Department:** Development

**Title of Internship:** Development Internship

**Brief Description of Internship:** The role of the **Development Intern** is to support the mission and vision of the Harn Museum of Art by assisting with membership and communication activities related to the strategic goals and priorities of the Development office. This intern will work with the Development team to update the Harn's membership app, specifically the reciprocal museum directory, and assist with membership renewal preparations. Additionally, the intern will provide student membership outreach assistance at Museum Nights, which takes place on the 2<sup>nd</sup> Thursday of each month (6-9pm). Other projects may include, but are not limited to, writing content for the bi-monthly Harn Newsletter, which highlights reciprocal museums, exhibitions, and internships. The ideal candidate will be a high-energy, creative and ambitious individual.

**Date needed and duration:** Ongoing project      **Hours per week:** 6-8 hours/week

### Specific Duties:

- Research reciprocal museums (CUAM/NARM/ROAM) and update membership app data content
- This intern will also receive training on how to use the Harn's Membership Portal (database) in order to provide assistance with membership renewal, benefit fulfillment/membership services (e.g. managing reciprocal privileges, providing password reset and app assistance, etc.) and access reports to help identify meaningful data and trends related to departmental efforts.
- Identify, interview and write feature stories and assist with related photography.

### Qualifications needed:

- Available 6-8 hours/week during museum business hours: Monday–Friday, 8 am–5 pm; and/or alternatively, during Museum Nights: 2nd Thursday of each month (6-9pm), and at other museum-related special events.
- Interest in art, museum technology, and data integrity is recommended.
- Detailed-oriented; highly organized with strong communications skills.
- The ability to research, organize and input data with confidence and care.
- The ability to work efficiently with minimal supervision and meet deadlines.
- Strong sense of integrity and the utmost respect for confidentiality; takes pride in their work.
- Attention to detail, a creative spirit and a “can-do” attitude.

### Learning Objectives for intern:

- Gain professional experience in museum practices and an understanding of the role of membership and how it enables the success of the Harn's vision.