

JOB DESCRIPTION FOR DEPARTMENT INTERNS

DEVELOPMENT/GRANTS INTERN

DUTIES INCLUDE:

1. Assist grants officer in researching grant/funding opportunities for a variety of museum projects. Includes research using the Internet and printed matter.
2. Assist the grants officer with support duties as assigned, e.g. filing, photocopying, mailings, proofreading, etc.
3. Assist development staff with membership tasks and preparations for special events and meetings if needed.
4. Enter grant information into Filemaker Pro database.

QUALIFICATIONS NEEDED:

Attention to detail and ability to work independently are a must. Successful applicant needs to be capable of conducting research and performing support duties. Mac-based computer and word-processing experience essential. Experience with Filemaker Pro preferred. Writing and proofreading skills are also preferred. Sophomore applicants encouraged. Work-study applicants strongly preferred due to budget implications.