DEVELOPMENT + MEMBERSHIP INTERN

INTERNSHIP DATES

Fall Semester | September - December

Opportunity for position to continue through spring. Class-credit available with proper paperwork provided by the intern.

FLEXIBLE SCHEDULE

Approximately 10 hours per week; positions will primarily work in person, with some flexibility for remote work. Some nights or weekends might be required.

DESCRIPTION

The UMLAUF Sculpture Garden + Museum is seeking a motivated intern to assist in our Development Department. This position will provide direct experience in a working museum and is a great way to enter the arts community of Austin. The Development/Membership Intern will support staff in the maintenance and growth of membership, development programs, and special events.

Tasks include:

- Maintain current membership database and information
- Manage physical mailings with new and renewing members
- Write and edit membership communications and solicitation efforts
- Assist with special donor/members only events and exhibition openings

Qualifications:

- Proficient in Microsoft Office – Word, Excel, Outlook
- Excellent organization skills
- Strong writing skills
- Strong attention to detail
- Basic experience with design software (Adobe, Canva, ect.) a plus

TO APPLY

Please submit a resume, cover letter, writing sample, and three references (along with your class schedule if applicable) to development@umlaufsculpture.org.

umlauf