



MUSEUM of NORTHERN ARIZONA

Title: Development Intern

Department: Development

Status: Part-time, unpaid, housing available

Supervisor: Development Manager

Position Description: The development intern will be responsible for assisting with research and clerical tasks related to museum development such as donor and grant funding source research, event planning, donor acknowledgements, donor file maintenance, etc.

Major Tasks and Responsibilities:

Provide assistance with

- Mailings and other communication with donors
- Donor/grant file organization and maintenance
- Event planning and execution
- Researching potential funding sources

Education and Experience Requirements:

- The successful intern should be a currently enrolled university or (community) college student or recent graduate.

Preferred Abilities, Skills, and Knowledge:

- Working knowledge of Microsoft Word, Excel
- Ability to responsibly handle sensitive and personal information
- Excellent organizational skills and attention to detail
- Good written and verbal communication skills
- Experience with basic database entry

Working Conditions:

- Must work 10-15 hours per week, on weekdays, between 9 am and 5 pm
 - Exact schedule to be determined based on availability of intern
- Occasional weekends and evenings for special events
- Must be able to lift moderately heavy boxes of files and records, approximately 20 lbs.

Benefits:

- Free housing on the MNA campus provided for the duration of the internship
- Student membership to the Museum of Northern Arizona
- Excellent experience working in a professional, non-profit environment
- College credit, if applicable

This internship is contingent on passing a background check.

How to apply:

Please submit the following documents to employment@musnaz.org

- Cover letter describing interests and background
- Resume with academic and employer references



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- Copy of unofficial university or community college transcripts
- Two letters of recommendation, one from an academic instructor and one from an employer or professional reference.

Email is the preferred method of application submission. If you are not able to submit your application via email, please call Human Resources at 928-774-5211, ext. 203 to receive additional instructions for application submission.

Application Deadline: Position open until filled.

Internship Dates: This internship will begin in August 2015 (or as soon as possible) and run through May 2016. There will be an opportunity to extend the internship based on job performance and availability.

The Museum of Northern Arizona is an equal opportunity employer.