

Internship Announcement

Position: **Volunteer Department, Spring 2024**

Hours and Compensation: MIM will work with interns to create a schedule that fits the needs of both the intern and the department. Interns are in a temporary status and will be compensated at the current minimum wage. Candidates for internship should be able to fulfill approximately 15-20 hours per week.

Purpose and Goals: The Volunteer Department engages community members to serve as volunteer team members in a range of activities within the museum, including Gallery Guides in the geographic galleries and the Experience and Encore Galleries, ushers in the Music Theater, and Museum Guides who host guided tours. This internship provides an opportunity to develop experience through broad exposure to volunteer administration at a world-renowned institution. Volunteer Department interns gain a better understanding of:

- civic engagement – volunteer team members experience the satisfaction of making an important contribution to MIM’s mission and the community
- the way a museum volunteer department utilizes the talents of community members to support museum operations and enhance the cultural experience of guests

Educational Objectives and Responsibilities:

- Improve written and oral communication skills
 - Provide administrative support and assist Volunteer Department in communicating with 400+ volunteer team members
 - Engage with volunteer team members, support staff and community outreach
- Gain hands-on experience in a museum setting
 - Apply detail-oriented skills to data tracking and reporting on volunteer team member activity and inactivity, and other projects as needed
- Become familiar with non-profit, and specifically museum, administration practices
 - Contribute ideas and support the planning of volunteer events, including a large-scale celebration in April
 - Process new volunteer applications and communicate with prospective volunteers
- Strengthen understanding of successful museum volunteer programs
 - Assist with recruitment and marketing of volunteer opportunities, including, collateral, online postings and website content
 - Assist with volunteer recognition activities

Qualifications:

- Current student enrolled in an accredited degree program, or a recent college graduate
- Schedule can be flexible and requires availability for some evenings and weekends during MIM [Signature Events](#).

- Well organized, detail-oriented, creative, and resourceful, with strong problem-solving skills
- Must enjoy working with people of all ages, and be willing to become actively involved in the programs at MIM
- Self-starter demonstrating initiative, creativity, and flexibility
- Strong communication skills, both written and oral
- Must demonstrate professionalism and be able to work well on a team
- Strong working knowledge of Microsoft Office Suite and Google Drive preferred

For more information, please visit our website at MIM.org

Candidates should submit a resume and cover letter via the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclid=19000101_000001&jobId=478720&source=CC2&lang=en_US