

## **Membership Intern (unpaid)**

### **Summary**

The Membership Intern will receive hands-on experience and valuable training, while working as an integral member of the FWMSH Membership team, playing a key role in coordinating and advancing the work of the Museum's development operations function and serving as an assistant representative. Reporting Relationship: This position reports to the Membership Services Manager. **Hours:** Part-time, possibly including one weekend day.

### **Basic Functions and Responsibilities (including, but not limited to)**

- Assist in all mail related efforts – invitations, calendars, cards, acquisition campaigns, annual fund appeals
- Organize and scan past membership and institutional documents
- Serve as vital communication link between the Museum and its members through phone, in-person and e-mail inquiries
- Check in current members, renew prior members and provide general member services as needed
- Work with the onsite part-time sales team and volunteers to ensure efficient and accurate gift processing and acquisition
- Maintain organization of membership materials and report when inventory is running low
- Prepare constituent records for gift entry process and assist with member card production
- Attend and assist with departmental special events, as needed
- Other duties as assigned

### **Qualifications**

The position requires the ability to learn quickly and an eagerness to work in a fast-paced sales and customer service environment. Also required are:

- Warm, professional interpersonal skills with the ability to work effectively with Museum members, general public, and staff
- A positive, achievement-oriented attitude and proactive work ethic
- Polished appearance that reflects the Museums standing in the community
- Excellent computer skills, as one of the responsibilities will be to learn basic skills in Raiser's Edge and Patron's Edge software
- Ability to learn how to process complicated sales transactions and data entry
- Strong organizational skills and attention to detail
- Ability to handle multiple tasks in a fast-paced environment

- A minimum of one year of college completed

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**THANK YOU FOR YOUR INTEREST IN THE FORT WORTH MUSEUM OF SCIENCE AND HISTORY!**