**Position Title:** Development & Marketing Intern  
**Supervisor:** Director of Development  
**Department:** Development  
**Internship Offered:** Summer 2021  
**Status:** Unpaid Internship; Remote Work Possible  

**Position Overview:** The intern will gain an understanding of the business operations of a regional non-profit museum with a focus on development, fundraising, marketing, and public relations.

**Responsibilities may include the following:**
- Conduct marketing research inside and outside of the Museum
- Create survey(s) relevant to the marketing research project
- Review and recommend the best method for social media analytics
- Process incoming and outgoing gifts, from receipt to acknowledgment, including tracking credit card, check and wire donations
- Update donor/prospect profiles, and offer general administrative support
- Research funding opportunities
- Assist with writing and developing the Everhart's promotional and marketing materials
- Draft press releases, pitch coverage opportunities, and coordinate coverage with the media

**Qualifications:**
- Enrolled in an undergraduate or graduate program (Recent graduates may apply)
- Marketing, Communication Studies, Advertising, or Public Relations major with a keen interest in the arts or non-profits
- Enthusiastic, motivated, innovative, and forward-thinking individual to assist our development department in all aspects related to development, fundraising and marketing.
- Excellent writing and proofreading skills
- Weekend availability for any fundraising event(s)

**Preferred Qualifications:**
- Interest in learning about non-profit management and leadership with a focused interest in resource development and fundraising
- Experience in an office environment and prospect research
- Shares an authentic passion for bringing awareness to the Everhart Museum and the benefits of incorporating the arts and art history into the community