

Corporate Partnerships and Events

Expected projects/work assignments:

- Supporting the Corporate Membership program through
 - Assembling Renewal and Welcome Packets
 - Processing gifts through RE
- Prospect research for Corporate Membership & Sponsorship
- Rental Program (taking inquiries, assist with scheduling, update rental documents, etc.)
- Assist department with administrative tasks (invoices, event list collection, filing, processing payments, etc.)
- On-site assistance with events (events may include internal, external, and fundraising events)
- Additional Research Tasks as needed

Skills and qualifications required (including technology skills)

- Working knowledge of Microsoft Suite
- Research skills
- Google forms

What type of training will be provided?

- The Intern will learn to use Raiser's Edge
- Corporate events – assist with inquiries, budgets, catering and rentals
- Exhibition Openings – list collection from all museum departments, reports

Outcomes

- The Intern will gain insight into the Museum's Corporate Partnership and Events program through experience assisting the Corporate Partnerships and Events team.
- The Corporate Partnerships and Events intern will gain valuable knowledge of Museum fundraising, and learn about the role Corporate Partnerships and Events plays in the Whitney's Advancement department. Ideally, the internship will serve as a stepping stone in their arts career path that allows them to progress intelligently towards their career goals.