

Corporate Partnerships and Events

Projects/work assignments:

- Supporting the Corporate Membership program through
 - Assembling Renewal and Welcome Packets
 - Processing gifts through RE
- Assist with Corporate Grant Writing and Research
- Managing communication with Corporate Members through email/phone
- Prospect research for Corporate Membership & Sponsorship
- Developing Exhibition and Event Sponsorship Recaps
- Assist department with administrative tasks (invoices, filing, processing payments, etc.)
- Additional Research Tasks as needed

Skills and qualifications required including technology skills

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

Training to be provided

The Intern will learn to use Raiser's Edge

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.