

## **Department**

Administration – Director’s Office

## **Projects/work assignments**

- General office administration including maintaining gallery lists, mail and mailings, filing and organization
- Support related to Trustee relations and Trustee meetings.
- Support of the Director’s daily activities including research on contacts, artists, and exhibitions.
- Opportunities to work on varied research projects

## **Skills and qualifications required including technology skills**

- Requirements include an interest in the arts and art history, strong organizational skills and attention to detail, an open and professional demeanor and the ability to work collaboratively as well as independently as needed.
- Basic Microsoft Office Suite skills are also desired (Word, Excel).

## **Type of training to be provided**

- Interns will be taught all Director’s Office processes
- Interns will also be trained to use Raiser’s Edge and The Museum System programs

## **Outcomes**

- Administrative and office experience
- Understanding of workings of Board of Trustees and non-profit boards
- Understanding of Director’s Office roles and responsibilities, and exposure to numerous departments and processes of the Museum