

Department: Corporate Partnerships

Projects/work assignments:

The Intern will assist with several ongoing projects:

- Supporting the Corporate Membership program through
 - Assembling Renewal and Welcome Packets
 - Processing gifts through RE
- Assist with Corporate Grant Writing and Research
- Assisting at Morning/Evening Events and Tours if necessary
- Managing communication with Corporate Members through email/phone
- Assisting with filing records and gifts
- Prospect research for Corporate Membership & Sponsorship
- Developing Exhibition and Event Sponsorship Recaps

Skills and qualifications including technology skills:

- Working knowledge of Microsoft Suite
- Research skills

What type of training will be provided?

- The Intern will learn to use Raiser's Edge

What skills and knowledge will the intern gain by the end of the semester or academic year?

- The Intern will gain insight into the Museum's Corporate Partnership program through hands-on experience assisting the Corporate Membership and Sponsorship teams.
- As an important generator of general operating support for the Whitney that works across different areas of the Museum, the Corporate Partnerships' intern will gain valuable knowledge of Museum fundraising and the role of Corporate Partnerships. Ideally, the internship will serve as a stepping stone in their arts career path that allows them to progress intelligently towards their career goals.