

GUGGENHEIM

JOB DESCRIPTION INTERNSHIP, INDIVIDUAL DEVELOPMENT: YOUNG COLLECTORS COUNCIL & PATRONS CIRCLE

Semester: Spring 2018

Days per Week: 3-4

Day-to-Day Tasks

Individual Development cultivates individual donors through personal relationships, events, and written communication. Interns will work on researching prospects, assist in planning and facilitating events, and communicate with and stewarding donors. In addition, they will assist with processing and handling contributions from the museum's largest donor base. Applicants should have an interest in development and strong communication and organizational skills, as well as a passion for customer service and events.

Knowledge, Skills & Expertise

The intern provides essential stewardship for existing members of the Young Collectors Council (YCC) and Patrons Circle by communicating directly with our members over the phone, through email, and in person at events to fulfill their membership benefits. Additionally, the intern will be tasked with research projects to help identify and cultivate new members.

Most notably, the intern will help with the planning and execution of special membership events, including curator-led tours, artist studio visits, and gallery walks. The intern will also assist with preparation for the Spring YCC Acquisitions Committee Meeting, during which members vote to acquire these new works for the museum's contemporary collection, as well as the YCC Party. All of these events help to further grow the YCC program and deepen the relationship between the member and the museum.

The intern will also assist with Patrons Circle events, including day trips, curator-led tours, private collection visits, and more.

As ambassadors of the Guggenheim mission, the intern will respond to members' requests and concerns directly. This requires that the intern become fluent in the member benefit programs in addition to Department procedures and also be able to clearly communicate these to the general public.

The intern will gain excellent customer service skills as well as problem solving aptitude. Through these interactions with patrons and working alongside the professional staff of a major non-profit cultural institution, the interns will develop superior professionalism. In addition to these invaluable “soft skills,” interns will also become well versed in Raiser’s Edge, one of the most popular databases among non-profits. This positions them as desirable candidates for opportunities within the field.

Educational Opportunities

The Membership intern will be invited to sit on “decision making” meetings that include the whole Individual Development team, as well as meetings and presentations with visiting outside professional consultants. The Guggenheim has exciting programming for our members that our interns are privy to as learning and networking opportunities: VIP opening receptions, private curatorial tours of museum exhibitions, off site gallery visits, major international art fairs and related events, plus more.

DESIRED EXPERIENCE

Education: Undergraduate or Master’s Degree

Course Work: Arts Administration, Marketing, Art History, Writing

Languages: English; French, Italian, or Spanish helpful, but not required

Computer Skills: Microsoft Office, especially Word and Excel, Raiser’s Edge

Other: Superior verbal and written communication skills; Highly organized and self-motivated; Able to work independently and as part of a team; Enjoy problem solving, adaptable to last-minute changes and assignments; Professional and amiable demeanor both in person and on the phone; Strong interest in art.

TO APPLY

Qualified candidates may send a resume and cover letter to Samantha Reedy, Associate Manager, Individual Development at sreedy@guggenheim.org.

SOLOMON R. GUGGENHEIM MUSEUM CORPORATE SPONSORSHIP/ CORPORATE MEMBERSHIP INTERNSHIPS

The Solomon R. Guggenheim Museum is currently accepting applications for a Spring 2018 Internship in the Corporate Sponsorship department. The Spring 2018 Internship Program will take place from January 15–April 15. Spring internships require a minimum commitment of two to three days per week, in addition to optional half-day seminar events on Fridays.

The Corporate Sponsorship team builds relationships with various brands in support of museum exhibition and programs. This team works closely with corporations to develop innovative local and global collaborations, and to develop customized opportunities for corporate supporters to advance their business marketing and sponsorships objectives.

Corporate Sponsorship interns support the team by conducting thorough research on corporate prospects, generating ideas for new corporate prospects based on upcoming programming, and assisting with corporate events as needed.

Applicants should have a strong interest in pursuing a career in arts administration, corporate partnerships, or fundraising. Undergraduate or Graduate level education is required. Knowledge of Raiser's Edge fundraising software is strongly preferred. Experience in brand management or marketing is a plus.

Application process: To apply please email a cover letter and resume to Erica Bibby, Manager, Corporate Development, ebibby@guggenheim.org. **All applications will be reviewed immediately upon receipt.**

For more information, please visit our website: www.guggenheim.org/internships.

SOLOMON R. GUGGENHEIM MUSEUM INSTITUTIONAL DEVELOPMENT INTERNSHIP

The Solomon R. Guggenheim Museum is currently accepting applications for a Spring 2018 Internship in the Institutional Development Department. The Spring 2018 Internship Program will take place from **January-April, 2018**. Fall internships require a minimum commitment of two-three days per week, in addition to half-day seminar events on Fridays.

The Institutional Development area creates and forges relationships with foundations and government agencies to fund different areas of the Museum. Grants are made towards, exhibitions, education and special initiatives. Interns will work on researching prospective foundations, assist in planning and facilitating events, drafting letters and proposals, and maintaining the donor's records in Raiser's Edge.

Highlights of the Fall Internship include: preparations for our annual event Director's Dialogues, support with proposal and report writing, as well as prospect research. The Institutional Development department is a fast-paced and an important hub of the museum and works closely with several other important departments including the Director's Office, Curatorial, Education and Conservation, to name a few. This internship will provide beneficial on-the-job training in a dynamic environment in the arts.

Applicants should have a strong interest in pursuing a career in arts administration and specifically museum management and development. Strong interpersonal and organizational skills required. Graduate level education is preferred as well as an art history background or keen interest in modern and contemporary art. Knowledge of Raiser's Edge fundraising software is desirable, but not required. Assistance with select evening and weekend events is a key part of the internship, including the opportunity to assist with upper level special events.

Application process: Prospective applicants should please e-mail cover letter and, resume to Hannah Meisenberg, Coordinator, Institutional Development, at hmeisenberg@guggenheim.org. **All applications are being reviewed immediately upon receipt.**

For more information, please visit our website: www.guggenheim.org/internships.

SOLOMON R. GUGGENHEIM MUSEUM INDIVIDUAL DEVELOPMENT/MAJOR GIFTS INTERNSHIP

Semester: Spring 2018

The Solomon R. Guggenheim Museum is currently accepting applications for a Spring 2018 Internship in the Individual Development/Major Gifts department. The Spring 2018 Internship Program will take place from **January 16-April 13, 2018**. Fall internships require a minimum commitment of three-four days per week, in addition to half-day seminar events on Fridays.

About the Internship

The Major Gifts area cultivates high-level individual donors through personal relationships, exclusive events, and written communication. Donations are made toward specific Affinity Groups, Committees, exhibitions and special projects. Interns gain firsthand experience researching prospective donors, planning and facilitating high-level events, drafting solicitation letters and proposals, maintaining the donor's records in Raiser's Edge, and communicating with and stewarding donors.

Fall Internship highlights include: research and preparations for the International Director's Council Week in New York, help with exhibition openings including *Danh Vo*, as well as support preparing for upcoming travel programs, exhibitions and Committee meetings. The Major Gifts department is a fast-paced and an important hub of the museum and works closely with several other important departments including the Director's Office, Curatorial, Education and Conservation. This internship will provide beneficial on-the-job training for those interested in museum administration, development or working in the arts and will learn and practice their skills in time-management, multi-tasking, writing and problem solving.

Desired Experience

- Applicants should have a strong interest in pursuing a career in arts administration and development.
- Strong interpersonal and organizational skills required.
- Graduate level education is preferred but not required. An art history background or keen interest in modern and contemporary art is also desirable.
- Knowledge of Raiser's Edge fundraising software is desirable, but not required.
- Assistance with select evening and weekend events for our major donors and high-level membership groups is a key part of the internship, including the opportunity to assist with upper level special events.

Application Process

Prospective applicants should please e-mail a cover letter and resume to Anna Burden, Associate, Individual Development, at aburden@guggenheim.org.

For more information, please visit our website: www.guggenheim.org/internships.

GUGGENHEIM

JOB DESCRIPTION INDIVIDUAL DEVELOPMENT, MEMBERSHIP INTERNSHIP

Semester: Spring 2018

Days per Week: 3-4

Day-to-Day Tasks

Individual Development cultivates individual donors through personal relationships, events, and written communication. Interns will work on researching prospects, assist in planning and facilitating events, and communicate with and stewarding donors. In addition, they will assist with processing and handling contributions from the museum's largest donor base. Applicants should have an interest in development and strong communication and organizational skills, as well as a passion for customer service and events. Interns in the Individual Membership department will work with members who give \$75 - \$1,000 annually.

Knowledge, Skills & Expertise

Interns will gain firsthand experience promoting membership, giving campaigns, and special events at an art museum, including Art After Dark, Member Openings, and Member Private Views. Through interactions with patrons and working alongside the professional staff of a major non-profit cultural institution, the interns will develop superior professionalism.

As ambassadors of the Guggenheim mission, interns will respond to patrons' requests and concerns directly. This requires that the intern become fluent in the member benefit programs in addition to Department procedures and also be able to clearly communicate these to the general public.

Membership interns will gain excellent customer service skills as well as problem solving aptitude. The fast pace environment of the Membership Department often leads to conflicting deadlines.

Interns will take away from this experience feeling confident in their abilities to prioritize, multitask and the knowledge of the inner workings of a dynamic membership program serving over 12,000 members. In addition to these invaluable "soft skills," interns will also become well versed in Raiser's Edge, one of the most popular databases among non-profits. This positions them as desirable candidates for opportunities within the field.

Educational Opportunities

The Membership intern will be invited to sit on “decision making” meetings that include the whole Individual Development team, as well as meetings and presentations with visiting outside professional consultants. The Guggenheim has exciting programming for our members that our interns are privy to as learning and networking opportunities: VIP opening receptions, private curatorial tours of museum exhibitions, off site gallery visits, major international art fairs and related events, plus more.

DESIRED EXPERIENCE

Education: Undergraduate or Master’s Degree

Course Work: Arts Administration, Marketing, Art History, Writing

Languages: English; French, Italian, or Spanish helpful, but not required

Computer Skills: Microsoft Office, especially Word and Excel, Raiser’s Edge

Other: Superior verbal and written communication skills; Highly organized and self-motivated; Able to work independently and as part of a team; Enjoy problem solving, adaptable to last-minute changes and assignments; Professional and amiable demeanor both in person and on the phone; Strong interest in art.

TO APPLY

Qualified candidates may send a resume and cover letter to Rick Rodriguez, Membership Coordinator, at r.rodriquez@guggenheim.org.

SOLOMON R. GUGGENHEIM MUSEUM DEVELOPMENT OPERATIONS INTERNSHIP

The Solomon R. Guggenheim Museum is currently accepting applications for a Spring 2018 Internship in the Development Operations department. The Spring 2018 Internship Program will take place from **January-April 2018**. Spring internships require a minimum commitment of two-four days per week, in addition to optional half-day seminar events on Fridays.

Development Operations provides support to each of the museum's fundraising teams, including Corporate, Institutional, and Individual Development, as well as Membership and Special Events. Interns will assist with researching prospective donors, drafting acknowledgement letters, maintaining departmental archives, and providing support at Guggenheim events. An internship in Development Operations provides a unique behind-the-scenes perspective of all areas of museum and non-profit fundraising.

Applicants should have a strong interest in pursuing a career in arts administration, museum management, non-profit development, or related fields. Graduate-level education in a related field is preferred, as is an art history background or keen interest in modern and contemporary art. Applicants should have strong writing and organizational skills. Knowledge of Raiser's Edge fundraising software is desirable, but not required.

Application process: Prospective applicants should please e-mail cover letter and resume to Davida Rosenstrauch, Development Operations Associate, at drosenstrauch@guggenheim.org. **All applications are being reviewed immediately upon receipt.**

For more information, please visit our website: www.guggenheim.org/internships.

GUGGENHEIM

SOLOMON R. GUGGENHEIM MUSEUM SPECIAL EVENTS INTERNSHIP

Semester: Spring 2018

Days per Week: 3-4 plus evenings for events

Day-to-Day Tasks:

Individual Development cultivates individual donors through personal relationships, events, and written communication. Special Events Interns will assist in planning and facilitating events, RSVP tracking, invitation mailings, researching prospects, and communicating with donors. Applicants should have an interest in special events and strong communication and organizational skills.

Interns in the Special Events department will assist with the planning and coordination of various events, including rental events, the spring exhibition opening for *Danh Vo*, and the YCC Party, which is one of the Museum's most important fundraising events.

Knowledge, Skills & Expertise:

The interns will gain firsthand experience assisting in the planning and production of special events at an art museum. Through interactions with patrons and working alongside the professional staff of a major non-profit cultural institution, the interns will develop superior professionalism.

As ambassadors of the Guggenheim mission, the interns will respond to and communicate with event invitees and museum VIPs. Interns will take away from this experience feeling confident in their abilities to prioritize, multitask and the knowledge of the inner workings of a dynamic art museum. In addition to this skill set, interns will also become well versed in Raiser's Edge and Fashion GPS, popular databases among non-profits. This positions them as desirable candidates for opportunities within the field.

Educational Opportunities:

The Special Events intern will be invited to join meetings that include the whole Development team, as well as weekly meetings with the Special Events Director and Managers. The Guggenheim has exciting programming for our patrons that our interns are privy to as learning and networking opportunities: VIP opening receptions, private curatorial tours of museum exhibitions, major international art fairs and related events, plus more.

Desired Experience:

Education: Undergraduate or Master's Degree

Course Work: Arts Administration, Marketing, Art History, Writing

Languages: English; French, Italian, or Spanish helpful, but not required

Computer Skills: Microsoft Office, especially Word and Excel, Raiser's Edge

Other: Superior verbal and written communication skills; Highly organized and self-motivated; Able to work independently and as part of a team; Enjoy problem solving, adaptable to last-minute changes and assignments; Professional and amiable demeanor both in person and on the phone; Strong interest in art.

To Apply:

Qualified candidates may send a resume and cover letter to specialevents@guggenheim.org