

Lower East Side Tenement Museum

Development Department Internship

Winter/Spring 2018

The development department raises funds from foundation, corporate, government, and individual sources to support the Museum’s annual operating budget.

The department seeks an organized and detail-oriented development operations intern with an interest in museum studies, fundraising, history, and/or arts administration to:

* Provide general administrative support to the department, including but not limited to data entry, filing, research, and mailing
* Research prospective foundation, corporate, and individual donors and write research profiles
* Staff development events as needed

The ideal candidate will possess a friendly and positive demeanor, strong writing skills, and the ability to be discreet when working with sensitive information. Experience using Microsoft Office Suite, including Word and Excel, is preferred. Interns will have the opportunity to learn to use Altru, a fundraising and ticketing platform, and MailChimp, an email and marketing service.

This is an unpaid internship, but will provide monthly metrocard reimbursement.

To apply, please send a resume and brief cover letter in the body of an email, including weekly availability and desired schedule, to Jessica Cepeda at [jcepeda@tenement.org.](mailto:jcepeda@tenement.org.) Please specify ‘Development Department Internship’ in the subject line of the email.

*The Lower East Side Tenement Museum is an equal opportunity employer. We are committed to making all personnel decisions without regard to age, race, creed, religion, color, national*

*origin, disability, marital status, citizenship, pregnancy, sexual orientation, veteran status,*

*genetic predisposition or carrier status, or any other category protected by law.*