**Job Description – Communications & Development Intern**

Part-time: 8-35 hours per week; must be on site at least one day per week.

Interns are encouraged to seek college credit for this real-world experience. Internship is unpaid.

**Reports to:** Development & Communications Manager, Membership Coordinator

**Works with:** Volunteers, other Museum Staff

The Hudson River Maritime Museum in Kingston, NY is seeking an intern in the museum’s development & communications department for a part- or full-time internship.

**You Will:**

1. Assist with membership management, including learning CRM management and assisting with planning for member- and donor-only events

3. Assist with communications management, including drafting press releases, planning social media campaigns, drafting e-blasts, assisting with the museum’s quarterly newsletter layout, updating the website and news blog

4. Assist with fundraising and development, including researching grant opportunities, processing donations, and working to develop sponsorship opportunities

5. Assist with creating content for social media campaigns

**Opportunities:**

1. Work with professional museum staff.

2. Work directly with the Development & Communications team and learn development/fundraising best practices.

3. Perform member-facing interactions to learn best practices in communicating with members.

4. See how your work will directly benefit the financial support of the museum.

5. Gain experience in creating social media content and developing social media strategies.

6. Learn how to develop community outreach strategies.

7. Learn project-management techniques.

8. Gain experience with working with and managing volunteers.

9. Attend networking events.

**Leave With:**

1. Experience with CRM management

2. Experience with development and museum professionals.

3. Experience with database management.

4. New contacts in the nonprofit and museum fields.

5. Social Media strategy skills.

6. Experience with coordinating events.

7. Experience with community outreach.

**Requirements:**

Ideal candidates will have an interest in development, marketing, communication, and/or nonprofits. Candidates with excellent computer and organizational skills and attention to detail are preferred. Prior nonprofit experience a plus, but not required. Internships are supervised, but ideal candidates will be independent and self-starting.

Internships must last at least one academic semester, working at least one day per week. Extending internships beyond one semester and working on multiple projects is encouraged. Hours flexible, but ideal candidates will be available between 10 am and 5 pm at least one day per week. Some weekend or evening work may be required. The position is unpaid.

**About Us:** The Hudson River Maritime Museum is dedicated to interpreting and preserving the maritime history of the Hudson River and its tributaries, including the industries dependent on the river. The museum was founded in 1980 and is located in the Historic Rondout Waterfront District in Kingston, NY. Visit www.hrmm.org for more information.

**To Apply:**

Send your cover letter and resume to eburhans@hrmm.org or mail to:

Ellie Burhans

Hudson River Maritime Museum

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