

# MUSEUM OF THE MOVING IMAGE

## 2018 Summer Development Intern

**About the Museum of the Moving Image:** MoMI's mission is to advance the understanding, enjoyment, and appreciation of the art, history, technique, and technology of film, television, and digital media by presenting exhibitions, education programs, significant moving-image works, and interpretive programs, and collecting and preserving moving-image related artifacts.

### **Position/ Project Description:**

The Development Intern will be responsible for assisting the Development Director and the Membership Coordinator with day-to-day tasks as well as long-term projects as we expand outreach to donor prospects.

### **Roles & Responsibilities:**

The intern will assist with general office duties in the Development department such as:

- Preparing acknowledgement letters, renewal letters, and specialized donor mailings
- Producing research profiles for individual, corporate, and foundation prospects and current donors
- Performing data entry in donor tracking software
- Assisting with the planning surrounding special events (invitations, RSVP tracking, day-of coordination, etc.)
- Assisting with compilation of materials for grant proposals, as needed

### **Learning Objectives:**

- Training and practice in Altru, a development software platform
- Expand research and organizational skills, including training and practice in iWave.
- Improve writing skills through variety of communication mediums (formal letters, marketing materials, web content, etc.)

### **Skills and Qualifications:**

- Good research and writing skills
- Organizational and communication skills
- Ability to work quickly, and with attention to detail with confidential materials
- Familiarity with Microsoft Word, Microsoft Excel, and the Internet
- Knowledge of film history, contemporary film culture, and popular culture in general, a plus

**Compensation:** The internship is unpaid and housing is not provided. College credit may be granted, but must be coordinated in advance with the intern's university/college.

Applicants should email their resume and cover letter to Christina Marouda, Director of Development, [cmarouda@movingimage.us](mailto:cmarouda@movingimage.us) by May 1, 2018.