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**Advancement/Development Intern**

Spend the semester with the Frazier Museum Advancement Department learning the ins and outs of fundraising, and database management in a museum setting. Interns will gain valuable experience by working directly with the Advancement team in all areas and will be a vital part of the team.

**Essential Functions:**

* Assist with Advancement/Development tasks including:
* Communications with donors and members
* Special promotions
* Member and donor event functions
* Database input
* Complete special projects and/or reports when assigned

**Requirements**:

* Intern will work 12-15 hours per week
* Open to college sophomores, juniors, seniors, recent graduates or graduate students pursuing a degree in arts administration, communications, museum studies, or business administration with a GPA of 3.0 or higher. Other degrees may apply, but please specify how this internship relates to your degree or career goals.
* Must be comfortable working with the public
* Must have strong written and oral communication skills
* Must have the ability to multitask
* Must be able to operate within Microsoft Office systems
* Must pass a background check

**Length of Internship:**

* Spring 2023 (January – May)
* Summer 2023 (June-August)
* Fall 2023 (September – December)

**Additional Information:**

* Unpaid – college credit is available
* Parking is free

**How to Apply:**

Complete application at: <http://fraziermuseum.org/volunteer-intern/> . For more information contact [volunteercoordinator@fraziermuseum.org](mailto:volunteercoordinator@fraziermuseum.org).