

Internship in Membership & Development

As an intern for the Membership Department at the Harry Ransom Center, you will gain invaluable insight on how to operate in an office setting through a variety of administrative tasks (communications, filing systems, gift processing, etc.) as well as involvement with outreach and in-person contact such as membership event planning and coordination.

Duties include:

- Updating donor records in UT database and Ransom Center membership database
- Drafting content for social media platforms and lapsed or acquisition appeals
- Copy-edit, print, and prepare acknowledgment and renewal letters
- Entering gifts in the membership database and completing monthly audits
- Help maintain the Ransom Center membership email account
- Assist at member events and occasional Ransom Center programs
- Plan and process a member acquisition appeal from start to finish
- Occasional fundraising and prospecting initiatives

Learning Outcomes: This position will allow for hands-on experience with tasks from the administrative level all the way to higher level project management. There will be opportunities to multitask and take ownership of projects. Through this internship, you will gain invaluable knowledge of workplace dynamics and how to successfully plan, execute, measure, and report on various initiatives.

Preferred Qualities:

- Strong interpersonal and communication skills
- Good verbal and written communication skills
- Maintaining a positive attitude
- Comfortable working independently
- Comfortable using office equipment (fax, copier, printer, etc.)
- Comfortable in Microsoft office and word processing environment (Word, Excel, etc.)
- Attention to Detail
- Able to maintain a consistent work schedule

Additional Qualifications:

Must be able to handle confidential material responsibly. Successful candidates will have a professional and positive attitude; excellent interpersonal communication skills; attention to detail and strong organizational skills. Must be reliable, punctual, and available to work a consistent schedule, Monday – Friday between the hours of 9 a.m. and 4 p.m.

Example future career fields: Museum Administrator, Membership Manager, Development Assistant, Executive Assistant, Events Coordinator, Office Administrator