

Position Title: Membership/Volunteer Intern
Type of Employment: Part-time
Duration: Semester, possible ongoing opportunities
Work Week: 10-15 hrs/week (during business hours)
Work Location: LeMoyne Center for the Visual Arts
Worksite Address: www.lemoyne.org

LeMoyne Center for the Visual Arts *Internships* are designed to offer students amazing opportunities in programs ranging from arts administration, exhibition and collections, programming, education, membership and fundraising, marketing and public relations, historic preservation and conservation, volunteer management and graphic design, for undergraduate and graduate students of Arts Administration, Art History or Museum Studies, Visual Communications, Journalism and more!

As a *membership/volunteer intern*, you will be fully integrated into the membership and volunteer work under the direction of the membership coordinator and the volunteer coordinator and be involved in the organization's efforts to recruit members and volunteers, as well as provide quality customer service. Candidates must be available weekdays, have an interest in learning membership and volunteer recruitment in a nonprofit and/or gallery/museum setting. Good customer service and solid organizational and time management skills are required.

Applicants must attach a cover letter that addresses the candidate's interest in the internship along with a resume and names of three references.

Essential Duties

1. Assist in the functions of membership and volunteer recruitment and processing, and with all tasks focused on maintaining databases.
2. Process membership renewals and enter data into a database.
3. Work with the membership coordinator to collect emails and contact information, cleaning and refining the database from members to enter into database, and assist with bulk mailings.
4. Work with volunteer coordinator on the development of volunteer orientation and trainings.
5. Work with volunteer coordinator to process artists' commissions and enter into spread sheet.
6. Interact with the LeMoyne staff, board members, sponsors, the general public, visiting scholars, students and other LeMoyne constituents to gather and exchange information on LeMoyne's programs and services.

Education and Experience

1. Undergraduate or graduate student of Arts Administration, Communications and Marketing, Business.

Skills & Abilities

1. Ability to solve problems and regularly exercise discretion and independent judgment.
2. Ability to be a team player in active and diverse office environment.
3. Well-developed graphic design skills and familiarity with printing process.
4. Self-directed; ability to take initiative and anticipate actions needed; excellent interpersonal skills.
5. Ability to be organized, juggle multiple tasks and meet deadlines.
6. Proficiency with Microsoft Office: Word, Excel and PowerPoint.

Please send cover letter, resume and references to:

Fern Goodman
Membership Coordinator
LeMoyne Center for the Visual Arts
125 N. Gadsden Street
Tallahassee, FL 32301
ferngoodman@lemoyne.org

Betty Lessinger
Volunteer Coordinator
LeMoyne Center for the Visual Arts
133 N. Gadsden Street
Tallahassee, FL 32301
bettylessinger@lemoyne.org