

JOHNSON MUSEUM OF ART
JOB DESCRIPTION FOR DEPARTMENT INTERNS

ADMINISTRATIVE INTERN

The Administrative Intern will work within the Business, Membership, and Registration departments providing general support to the staff. This internship offers the unique opportunity to interact with many departments in the Museum becoming more familiar with museum business and administrative procedures including membership, development, and special events, as well as observing how an institution documents and cares for its collections.

DUTIES WILL INCLUDE:

Filing, scanning, copying, and assisting in other business office/administrative duties as needed. Working on special projects as assigned by Director's Assistant and Accounts Manager. Assist with research, paperwork, organization, publications and mail. Help with outreach efforts and special events as needed.

Assist Annual Fund and Membership Coordinator in the process of fulfilling membership benefits and preparing mailings for members and new member recruitment. Assist with the promotion of Museum membership to the University community. File donor records and maintain Museum donor files. Assist with preparations for special events and meetings. Duties include: creating nametags, event attendance spreadsheets, labels for mailings, place cards, etc. Attendance and support at special events is optional based on Intern's schedule. The Intern will be required to sign a confidentiality statement and comply fully with University policy on confidentiality.

To support the Museum Registrar and Assistant Registrar, duties may range from maintaining and updating object files, artist files and exhibition files; preparing correspondence for donors and lenders of artwork; helping to monitor the current locations of art objects; and working within the collections management system, to maintain and improve data quality.

QUALIFICATIONS NEEDED:

Excellent organizational skills, accuracy, and attention to detail required.

Individual must be responsible and reliable.

Communication skills necessary and previous office experience helpful.

Work-study strongly preferred.

Must be able to work a regular schedule of 10 hours per week, and able to work independently.