JOHNSON MUSEUM OF ART
JOB DESCRIPTION FOR DEPARTMENT INTERNS

ADMINISTRATIVE INTERN

The Administrative Intern will primarily work within the Business and Membership Departments, and as needed within the Registrar Department, to provide general support to the staff. This internship offers the unique opportunity to interact with several departments in the Museum. This intern will become familiar with membership, development, special events, additional business, and administrative procedures.

DUTIES WILL INCLUDE:

General business office/administrative duties to support the Director’s Assistant and the Accounts Manager include filing, scanning, copying, stocking lobbies with supplies and books for sale, transporting incoming and outgoing mail and packages between the lobby and the Administrative Floor, on-campus errands, research, paperwork, publications, other duties as needed. Assist with special projects and events as needed, such as preparing for and working during opening receptions.

Assist Annual Fund and Membership Coordinator in the process of fulfilling membership benefits and preparing mailings for members and new member recruitment. Keep lobbies stocked with membership materials and supplies for iPad visitor survey. 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 encouraged 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, reliable, and able to work independently.
- Communication skills necessary, previous office experience helpful.
- Work-study strongly preferred.

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