

# ChicagoHistoryMuseum

## INTERN POSITION DESCRIPTION

<u>INTERNSHIP TITLE:</u>	Auxiliary Groups Intern
<u>DEPARTMENT:</u>	Institutional Advancement
<u>INTERN SUPERVISOR:</u>	Auxiliary Groups Manager
<u>STATUS:</u>	Unpaid Intern (non-employee)
<u>ACTIVITY SUMMARY:</u>	Assist the Institutional Advancement department in its Auxiliary group activities.

Note: this internship position exists for individuals willing to volunteer their services without expectation or contemplation of compensation.

## POSITION SPECIFIC ACTIVITIES AND CORRESPONDING EDUCATIONAL GOALS:

<b>ACTIVITY</b>	<b>EDUCATIONAL GOAL</b>
The intern will assist with planning Auxiliary Group events.	The intern will understand the process for organizing and hosting a donor event. In doing so, the intern will develop in-person communication skills with various constituencies, vendor management, donation solicitation, and budget management.
The intern will assist with preparing auxiliary group Annual Appeal and membership mailings.	The intern will learn how to identify the components of an effective fundraising letter; conduct list segmentation; and measure the success of a campaign.
The intern will assist with database management.	The intern will also gain experience working with Raiser's Edge and SRO4 software.
The intern will assist with donor communication.	The intern will develop communication skills through developing auxiliary group member communications and newsletters.

## ADDITIONAL INTERN ACTIVITIES:

- Other activities include addressing envelopes, filing, folding and stuffing mailings, and organizing collateral storage.
- Other activities as assigned that will further the intern's learning, knowledge, and experience.

August 22, 2019

- Intern will be given opportunities to attend organizational events such as staff meetings and other meetings such as brown bag lunches to gain a broader understanding of the workplace and its initiatives. In addition, opportunities for networking and informational interviews with staff will be available at the intern's request.

#### GENERAL GOALS:

***The Intern's activities help fulfill the Museum's mission and purpose which is "To help people to make meaningful and personal connections to history" and will serve a civic, charitable, and humanitarian purpose consistent with our non-profit status.***

- This internship will provide training similar to that which would be given in an educational environment and which is primarily for the benefit of the intern;
- This internship will also provide the intern with close supervision by regular employees qualified in the intern's field of study.
- CHM will cooperate with educational institutions to ensure that the internship is academically oriented for the benefit of students;

#### CHM VALUES:

These are the values of the Chicago History Museum as an institution, our "Collective Values."

- Service, Collaboration, Discovery, Creativity, Empathy, authenticity, Integrity, and Stewardship

These are the values that the staff members of the Chicago History Museum seek and hope to inspire in ourselves, our "Individual Values:"

- All-In: Taking and sharing responsibility for the Museum, its mission, and our future.
- Welcoming: Demonstrating every day that the Museum is for everyone.
- Forward-looking: Anticipating needs, spotting opportunities, and solving problems with determination and ingenuity.

#### WORKING RELATIONSHIPS:

The intern will interact with all members of the Institutional Advancement team and other museum staff.

#### QUALIFICATIONS:

- An interest in non-profit events and fundraising work;
- A positive, hardworking, team player;
- Students in an undergraduate program of Business, Communications, Marketing, English, Political Science, History, or Fashion preferred;
- Strong interpersonal communication, writing, editing, research, and organizational skills are required;

- Computer proficiency in Microsoft Word, Excel, and Internet research;
- Effective time management of multiple tasks to meet deadlines, while being attentive to detail;
- Able to lift and carry 25 pounds;
- Commitment to follow the rules and guidelines contained in the Chicago History Museum Internship Program Handbook;
- Agreement to submit to a background screening and provide 2 recent references;
- Commitment to the mission, values, and programs of the Chicago History Museum.

TIMEFRAME OR COMMITMENT:

6 hours a week for 20 weeks over the course of Fall-Winter 2019-20 terms.

*This internship description is not intended to be an express or implied contract between CHM and anyone. CHM reserves the right to change or assign other duties to this intern position as necessary. CHM is an equal opportunity institution.*

APPLICATION DEADLINE

**September 11, 2019**

HOW TO APPLY

A completed internship application consists of the following:

- a completed internship application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- contact information for two references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. The Chicago History Museum does not discriminate on the basis of race, color, religion, sex, national origin, or disability.