

## **Development + Exhibitions Intern**

Department: Exhibitions

### **RESPONSIBILITIES**

This intern will be assisting the **Exhibitions Manager**, in addition to the **Museum Director** to learn about the various ways a museum can earn income.

The intern will be working cross-departmentally with the:

- Exhibitions Manager to catalog former exhibition materials in an effort to re-home them, photograph these items, manage the selling and communication of the items and oversee shipping/pick up of the items.
- Museum Director to research organizations to launch our corporate membership program with, in addition to learning how to prepare pitch materials and grant language.

### **QUALIFICATIONS**

The ideal candidate for this role will have an interest and/or passion for detail-heavy work, creative marketing approaches, a keen eye, and grant writing or fundraising for nonprofit organizations.

While this intern will be supervised by the Education Programs Manager, they will be introduced to the Poster House team within the first week as they will be closely interacting with many, if not all of our team members in some capacity. They will receive a Poster House email, access to the Poster House communication platforms, and will be encouraged to check in with the Education Programs Manager regularly throughout the internship, at intervals that work best for the team and the intern.

Poster House is a new and growing institution. We are a collaborative team and it is immediately reflected in our work culture. Interns will be invited to any All Staff and/or programming meetings and encouraged to contribute.

### **READY TO APPLY?**

Apply via [posterhouse.org/jobs](https://posterhouse.org/jobs).