

**Seattle Art Museum
Unpaid Internship Description**

Title: Membership Intern

Department/Location: Development

Staff Mentor: Membership and Annual Giving Director

Learning Objectives: The intern will work with staff to research and evaluate SAM's current Membership benefits program as it relates to tax-deductibility codes. The intern will produce a written report for use identifying possible changes to be made to the museum's tax-deductible valuation program. The intern will also assist with other membership-related research projects.

Intern Tasks:

- Research IRS tax deductibility codes along with SAM's current tax-deductible valuations.
- Assist with other membership-related research projects.
- Flexible on days and office hours.

Qualifications:

- Some understanding of Development/Advancement work and membership programs.
- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively to staff, volunteers and public.
- Basic filing, typing and computer skills.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.

Physical Requirements:

- Manual dexterity.
- Ability to lift up to 20 pounds

Education:

- Working towards completion of Bachelor's degree in museum studies, arts administration, accounting or law.

APPLICATION PROCESS:

Submit via mail or email

- SAM Internship Application (available at <http://www.seattleartmuseum.org/about-sam/careers#int>)
- Cover letter
- Resume
- Two letters of recommendation

Mail: Internship Coordinator
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: internships@seattleartmuseum.org