

**SUMMER INTERNSHIP**  
Contemporary Arts Museum Houston  
Development Department

**JOB DESCRIPTION**

As the Development Department of a Museum, we serve to fulfill the museum's mission in fundraising through memberships, special events and openings, providing the public with free educational programming and free entrance to the museum. Interns will fulfill the following duties/responsibilities:

- Administrative help within the department, including: filing of sensitive information; help with organization and maintenance of donor files.
- Assistance in fundraising and special events mailings, including: assembling donor/member lists; assistance in layout and design of mailings; preparing all materials for mailings.
- Assistance in special events, including: organization of vendors; preparing materials for events; communication with vendors and attendees; all special events preparation as needed.
- Help with exhibition openings.
- Research as needed for special events, grants, donors, fundraising.
- Individual projects as related to intern's specific interest within the Development Department. These projects will be tailored to fit each intern and will be implemented after the start of the internship, once the intern has decided what they would like to focus on.

Interns will be supervised by Beth Peré, Special Events & Sponsorships Coordinator. For any further information please contact Beth at [epere@camh.org](mailto:epere@camh.org).

**Deadline for Summer 2017 application is Friday, May 12, 2017.**