



## **KID Museum Development / Membership Internship**

### **About KID Museum**

KID Museum aspires to create a world-class, “next generation” museum – a dynamic hub for informal learning that empowers youth to become creative, curious, compassionate, courageous innovators of the future.

We define our work around three core activities:

- (1) Deliver high-quality youth programs designed to build skills and interest in science, technology, engineering, art & math through maker-based learning
- (2) Serve as a catalyst for change in the education system
- (3) Provide a unique community gathering place and platform to promote inter-generational learning and interactions across diverse walks-of life

In October 2014, KID Museum opened its doors at the 7,500 square foot space, establishing a living prototype for the museum. KID Museum transformed the space into a “makerspace” and creative workshop for kids and families, with a range of tools including 3D printers, a wood shop, electronics lab, textile studio and digital media lab. Today, the museum serves more than 55,000 people annually and is open seven days a week, offering school field trips, drop-in programs, deep dive workshops, after-school programs, camps, and off-site programs. Plans are underway to locate a permanent home and launch a capital campaign in the next few years. For more information, please visit [www.kid-museum.org](http://www.kid-museum.org)

### **Intern Responsibilities**

As a Development / Membership Intern, you will work closely with KID Museum’s Director of Development to assist with development and membership projects. This internship is ideal for someone who is interested in learning more about philanthropy at a next generation museum on the cusp of tremendous growth.

Sample projects include:

- Identify and research prospective new donors or funding opportunities
- Play a pivotal role in KID Museum fundraising / membership events and all aspects as needed

- Conduct data audits and assist with database entry
- Assist the team in tracking gifts and support
- Coordinate corporate sponsorship fulfillment and tracking

## **Requirements**

- Excellent communication skills and strong work ethic
- Self-motivated and willing learner
- A commitment to education and lifelong learning
- An interest in philanthropy and the nonprofit world

## **Details**

The ideal candidate will be available 10 - 15 hours per week on weekdays from 10AM - 5PM, though some weekend hours may be required. To apply for this internship, please send a cover letter and resume to Dana Earl ([dana@kid-museum.org](mailto:dana@kid-museum.org)).