



VICTORIA J. FLEISCHER INTERNSHIP IN DEVELOPMENT & COMMUNICATIONS *APPLICATION INFORMATION*

BACKGROUND: The Victoria Jean Fleischer Internship was founded to honor Vicki Fleischer, a long-time Missoula resident and volunteer at the Historical Museum at Fort Missoula. Through her years as a volunteer supporting the outreach and education efforts at the Museum (with a special focus on stuffing mailers and sharing the fun parts of history through her Teddy Bear collection), she has touched the lives of many people who have visited the Historical Museum. Vicki's life has been one of adventure and dedication to the preservation of our country's history. She has been an educator, Latin teacher, historic walking tour planner, member of Butte's Urban Revitalization Agency, member of Missoula's Historic Preservation Commission, and lover of all things Flamingo. All these activities influenced her to set up an internship for the Museum. Future interns will have the opportunity to build skills as they help the Museum thrive.

SCOPE:

As a Fleischer Development & Communications Intern, you may participate in one or more of the following areas:

MARKETING/COMMUNICATIONS PROJECTS

Enhance HMFM's presence, events, programs, and educational activities.

- Design and schedule Mail Chimp and Bloomerang e-newsletters.
- Design marketing and outreach imagery using Canva.
- Write Press Releases and find marketing opportunities.
- Using Social Media platforms such as Facebook, Instagram, Twitter.

EVENT COORDINATION

Assist with the logistics and marketing for fundraising events, including sponsorship recruitment and event work.

- Various fundraising events
- Exhibit openings and donor events
- Museum's signature events
- Staffing fundraising events throughout the area.

VIRTUAL OUTREACH

- Work with development Officer to create new outreach opportunities for the Museum. These projects include:
- Creating online materials such as blog posts, online-only events, virtual tours, and social media posts.
- Developing programs or events that highlight museum activities.
- Develop videos, virtual programming, 'live' events to assist in marketing of museum activities.

NONPROFIT FUNDRAISING ASSISTANCE

- Develop and manage fundraising programs.
- Attend and participate in business networking events and board meetings.
- Writing and compiling appeals.

- Provide support for on-going development activities including program research, growing sponsor program, writing and sending donor correspondence, donor research, member recruitment, etc.
- Compile visitor data surveys and inputting into annual reports.
- Compile data and enhance templates for future use.
- Manage participants and donor data in software programs.
- Input data and assist with list cleaning.
- Website updates, design, and management

DURATION / COMPENSATION:

As a Development Intern you will become familiar with all aspects of development and communications work: donor management, marketing/outreach, promotional material design, working with donors, event management, virtual programming, donor database coordination, social media management, appeal writing, fundraising, etc. The Development Intern will also complete a term project, to be agreed upon in advance by the supervising staff member and the Intern, as well as a final report to their supervising staff member at the end of their internship.

HMFM offers three Development internship opportunities throughout the year, one in the Spring, Summer, and Fall semester. The internship is awarded per semester accordingly:

- An intern working 8-10 hours per week (80-100 hours total) will receive a \$500 stipend
- An intern working 16-20 hours per week (160-200 hours total) will receive a \$1000 stipend

Stipend payments will be made to the intern at the end of their internship. Stipend payments can be made in two installments if requested.

For active students, the Development Internship may also be used to acquire college credits. The Intern will be responsible for making the arrangements with the internship offices at their particular University.

REQUIREMENTS:

- Knowledge of Microsoft Office Suite and basic office equipment;
- Experience with research & internet resources;
- Knowledge of Canva desired but not required;
- Ability to work independently, thoroughly, and with attention to detail to produce professional results.
- Efficient administrative/organizational skills;
- Excellent language, spelling, and grammar skills;
- Polished interpersonal skills, including the ability to deal effectively and courteously with visitors, staff members, donors, volunteers, docents, and other Museum personnel;
- Ability to maintain composure along with humor while under pressure;
- Possess a valid driver's license as well as the ability to travel as needed to perform duties.
- Enthusiasm for and openness to unforeseen opportunities a must.

PHYSICAL REQUIREMENTS:

Ability to stand and/or work on a computer for long periods of time; walk up and down stairs multiple times throughout the day; and lift at least 35 pounds.

WORK SCHEDULE/TIME COMMITMENT:

Flexible schedule with the ability to work evenings and weekends as needed, approximately 8- 20 hours/week, with exact days and times to be determined according to schedule. Some job duties may be done from home, but weekly meetings with HMFM staff will be required.

RESPONSIBLE TO: Development and Communications Director

Some level nonprofit management or marketing/communications experience is preferred but not required.

APPLICATION PROCEDURE:

Before submitting your application packet, please ensure you have included the following:

- Completed and signed application form
- Cover letter briefly detailing interest and an outline of qualifications and background.
 - Updated Resume/CV
 - 2 Letters of Recommendation

Please scan all required materials and send electronically via e-mail or mail a hard copy to the following address: jrogers@missoulacounty.us

Attn: Jessie Rogers
Development and Communications Director
The Historical Museum at Fort Missoula
3400 Captain Rawn Way
Missoula, MT 59804

***Applications will not be considered until all parts have been completed and received by the museum.**

**DEVELOPMENT INTERNSHIP IN MUSEUM STUDIES
APPLICATION FORM**

DATE: _____

NAME: _____

ADDRESS: _____

CITY AND STATE: _____

ZIP CODE: _____

E-MAIL: _____

CELL PHONE: _____

HOME PHONE: _____ WORK PHONE: _____

CURRENT EMPLOYER/SCHOOL (IF APPLICABLE): _____

EMERGENCY CONTACT- RELATIONSHIP & PHONE/E-MAIL: _____

How did you learn about the Development Internship program?

POST-SECONDARY EDUCATION:

School, Major/Degree: _____

School, Major/Degree: _____

RELEVANT SKILLS:

PRIOR MUSEUM EXPERIENCE:

AREAS OF MUSEUM INTEREST:

AVAILABILITY :

You will be asked to provide your museum staff supervisor a copy of your current school/work schedule.

Year: _____

Fellowship Term (circle one): **Spring** **Summer** **Fall**

Hours (circle one):

8-10

16-20

AFFIRMATION:

Applicant Signature

Date