

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

- 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 input 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 and Communications 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, branding, merchandising 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 Development internship opportunities throughout the year and can be scheduled based on mutual availability.

The internship is awarded after completion of pre-decided hours:

60 hours = \$750 Stipend

120 hours = \$1200 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.

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

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

Reports to Development and Communications Director. Flexible schedule with the ability to work evenings and weekends. Exact days and times to be determined according to schedule. Some job duties may be done from home, but regular meetings with HMFM staff will be 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: cnowlen@missoulacounty.us

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

*Applications must be complete to be considered.

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:

