2020 Summer Development Internship  
(Part-time, unpaid)

**Organization Overview**
The Mattress Factory was founded in 1977, by artists, to support artists working in residence to create site-specific installations. Since then, the museum has presented and commissioned new installation and performance works by more than 750 artists. The museum supports established and emerging artists through a residency program that provides leadership, guidance, resources and opportunities to create artwork that is unconventional, challenging and thought-provoking. To learn more please visit [www.mattress.org](http://www.mattress.org).

**Internship Overview**
The Mattress Factory is seeking a highly motivated individual for a part-time internship in the development/membership department for Summer 2020 from **May 1 – Aug 21 (start date is flexible)**. The Development Intern will report directly to the Development Manager in supporting the department’s fundraising initiatives. This internship is an ideal opportunity for those looking to gain experience in a non-profit arts setting, specifically hands-on fundraising, donor cultivation, museum membership and communication.

The Development Intern’s responsibilities include:
- Assist in donor correspondence, including campaign and solicitation materials, and donation acknowledgment
- Maintain and organize tidy and up-to-date donor and foundation files
- Respond to donation requests to the museum
- Design flyers, e-blasts and other promotional materials for membership events as needed
- Conduct research in support of membership and donor cultivation
- Perform miscellaneous administrative duties
- Assist the museum with planning and preparing for the anniversary auction fundraiser

**Requirements:**
- Self-starter with a strong work ethic
- Passionate for the arts, development and nonprofit arts administration
- Highly detail-oriented
- Strong writing and communication skills
- Ability to work collaboratively and independently
- Eagerness to contribute new ideas and improve systems
- Familiarity with Mac OS, Microsoft Office Suite, Adobe Creative Suite
- Available for a **part-time (20 hrs/week) internship** at the museum. Any pre-planned scheduling conflicts can be discussed in the interview.
- Currently enrolled in an undergraduate or graduate school in a related field
- Qualify for Federal Work Study

Mattress Factory is an Equal Opportunity Employer.

**How to Apply**
Interested applicants should submit a cover letter and resume to mpeltz@mattress.org. Please put “Summer Development Intern” in the subject line. No calls, please.