

**Title:** Membership and Resource Development Intern  
Oklahoma City Museum of Art  
Fall/Spring semester

**Date Written:** 8-22-07

The Oklahoma City Museum of Art seeks a fourth year liberal arts or business major to assist the Development Division on a variety of projects.

**Salary:** unpaid

**Work Schedule:** flexible, Monday – Friday, mornings or afternoons

**Responsibilities:**

Assist with any of the following:

- Membership, promotion materials, mailings, fulfillment and events
- Annual Fund Campaign
- Donor prospect research and profiles
- Grant research and preparation

**Qualifications:**

- 4th year major
- Strong interpersonal skills
- Detail orientated
- Proficient in Microsoft Outlook, Excel, knowledge of Raiser's Edge helpful