

Development & Events Intern

The Development & Events Intern provides administrative support to our Development/Events Office. This internship offers an immersive experience for aspiring museum professionals interested in fundraising, communications, project management, and events management.

The Branch Museum of Architecture and Design is a 501 (c) 3 non-profit museum located in the heart of Richmond, VA on Monument Avenue. We are dedicated to revealing the inherent beauty of created form and space while igniting a passion for design. The museum is housed within an architectural treasure designed by John Russell Pope and serves as a destination and resource for the investigation of architecture and design.

Our Mission: Our mission is to present The Branch House as the one place in Virginia where everyone can begin exploring design for the public good. We strive to inspire our guests to discover and embrace their role in advancing design for the public good — design that creates connections, improves lives, strengthens communities, and transforms the world we share for the better.

Responsibilities:

- Assist members of the Development Office with administrative duties and fundraising projects
- Assist with planning and managing logistics of Branch House events.
- Research giving opportunities and strategize ways to recruit individual, foundation and corporate donors
- Observe Development and special event meetings
- Develop event specific organizational tools such as event timelines, contact lists and event schedules.
- Enter and track development activity in the department's fundraising database
- Assist with membership mailings and invitations

Requirements:

- Student at a college/university, graduate student or recent college graduate
- Must be responsible and able to multi-task.
- Strong writing, editing and research skills.
- Must have a basic knowledge of computers and various applications.
- Fluency in social media platforms (Instagram, Facebook, and Twitter)
- A cheerful, friendly, and outgoing disposition, an outside-the-box thinker

Work schedule: a minimum of 15 hours per week, unpaid

To Apply: Please send your résumé and cover letter to events@branchmuseum.org.