



Title: Museum and Non-Profit Management Internship

Reports to: Manager of Education and Digital Marketing

Working Hours: The intern and supervisor will plan a schedule upon acceptance of the position. The preferred hours will occur Monday through Friday between 9am and 5pm; weekend hours dependent on programs and events.

Brief Description

This internship offers students hands-on experience in museum management at the Studebaker National Museum in South Bend, Indiana. This is an opportunity to work with senior museum management to build the most important skills to managing a non-profit.

Responsibilities

Projects will be determined through assessment of an intern's interests as well as the needs of the Museum. Tasks will focus primarily on the development of evergreen social media content and event implementation.

- Assist with the development and implementation of Museum events.
- Assist with execution of Annual Giving programs.
- Record and manage Museum visitor and donor records.
- Conduct strategic research and benchmarking used to set the strategic direction of Museum programs.

Description of internship opportunity and learning development

During the internship the student will spend significant time with the Museum's professional staff who have ties through both the automotive museum world and beyond. The staff are always happy to share and use their connections on behalf of the interns. Visits to other area Museum will be arranged to ensure that the intern is exposed to the wide array of Museum jobs available.

By the end of the internship, students will have gained practical experience related to marketing a museum, managing event logistics and a broad background in museum/non-profit management.

Qualifications

- Internships are available for any student enrolled in an undergraduate or graduate school program.
- Candidates should have course work in management, strategic research, and event organization.

- Familiarity with Microsoft Office, WordPress, or Neon CRM are encouraged by not required.
- Demonstrate an ability to work independently, following through on tasks to completion.
- Successfully pass a criminal background check

Organization Overview

The Studebaker National Museum was established to be the center for education, preservation, and interpretation of design and innovation. This is accomplished through programming, active collecting, and the display of vehicles, archives, and artifacts that showcase the local and global influence of Studebaker and related industrial innovators. In pursuit of this vision, the Museum is one of only three automotive museums to earn accreditation from the American Alliance of Museums.

An important part of successfully fulfilling the mission of the Museum is to provide foundational experiences for the next generation of Museum professionals.