



Position Description

Job Title: Advancement and Special Events Intern

Team: Institutional Advancement

Location: One Manhattan Square, Rochester, NY 14607

Scheduled Hours: Part time; approximately 15-20 hours per week

Reports to: Director of Annual Giving and Special Events

Position Summary:

The Strong owns and cares for the world's most comprehensive collection of toys, dolls, board games, video games, books, documents, and other historical materials related to play, and offers programs for individuals of all ages to learn about the power and importance of play in their lives. The museum's internship program provides opportunities for participating in all aspects of museum work within dynamic teams and interacting with staff across the institution and the public. The program offers educational and operational experience, as well as the opportunity to build a network of professional contacts.

The advancement and special events intern will assist the institutional advancement (IA) team with the preparation and execution of special events, as well as other advancement-related tasks. The intern will help manage and create content for social media and the web, support promotional efforts, and assist in the set-up of special events. The advancement and special events intern will gain additional knowledge by accompanying IA team members to meetings as needed. The intern will also proofread grant proposals and other written materials; follow-up with auction donors; and complete other tasks related to IA.

All museum staff and interns are expected to cooperate with one another in furthering the museum's general objectives and in completing museum projects. Similarly, all staff and interns consistently maintain a positive and enthusiastic attitude, act with integrity and in accordance with the highest ethical standards, and demonstrate a loyalty to the museum in all public contacts. Guests and colleagues deserve our best efforts every day.

Essential Duties:

The specifications described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist in planning activities for special events.
- Work with staff to manage and create content for letters, the museum's website, and social media.

- Assist in event preparation, set-up, and tear-down.
- Accompany the IA team to planning meetings.
- Compile and present post-event feedback and recommendations for future events.
- Proofread grant applications, letters, and proposals for all IA team members.
- Participate in collaborative discussions, meetings, and projects for various IA initiatives.
- Participate in all required museum training.
- Other related duties, as assigned.

Core Values:

These are embedded in all roles within the museum. Employees must have the ability to demonstrate, understand, and apply our workplace values.

- **Respect:** We treat guests and each other with fairness and respect. We celebrate differences as well as similarities. Our behavior is marked by courtesy, patience, compassion, and acceptance. We serve with honesty and integrity, and we expect trust and loyalty in return.
- **Focus:** We share a special sense of purpose based on the museum’s mission. We take pride in our dedication to common goals and commit all our talents and efforts to achieving them.
- **Excellence:** We strive consistently for excellence and seek continual improvement in all that we do. Each of us takes responsibility for achieving outstanding quality and, in return, our accomplishments are recognized and rewarded.
- **Community:** We foster community within and outside the museum through an atmosphere of collaboration, cooperation, and collegiality. Teamwork and flexibility lead to esprit de corps and effective public service.
- **Fun:** We are friendly, enthusiastic, inquisitive, and creative. We strive to ensure that the museum is always welcoming, fresh, vibrant, and filled with engaging imagination and fun.
- **Diversity:** We are inclusive. We embrace and honor cultural diversity while highlighting common experiences. We engage people of many backgrounds and interests. We commit to making our facility, exhibits, and programs reflective of and accessible to guests of all abilities, ages, economic statuses, ethnicities, gender identities, national origins, races, religions, sexes, and sexual orientations.

Physical Demands:

While performing the duties of this position:

This position regularly requires the ability to work in various positions, including stooping, standing, walking, bending over, sitting, kneeling, and squatting for extended periods of time; the use or operation of objects, tools or controls; and the ability to talk and hear.

This position requires frequent sitting in front of a computer and using repetitive typing motions.

Knowledge, Skills & Abilities:

- Must work well in a team setting and be reliable, flexible, organized, and self-motivated.
- Must have strong written and verbal communication skills.
- Demonstrated interest in advancement activities of a nonprofit institution and supporting a robust special events calendar.
- Comfortable using Microsoft Office Suite.
- Social media marketing skills are desired.

Pre-Employment Requirements:

Must consent to and pass a drug screen and criminal background check as conditions of the internship.

Disclaimer:

The position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the intern. Within reason, duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice. Interns are expected to accept reasonable assignments whether or not they are specifically included in this position description.

Equal Opportunity Statement:

The Strong is an equal opportunity employer. It is the policy of The Strong to provide equal employment opportunity to all persons without regard to gender, sexual preference, age, race, color, religion, genetic information, national origin, disability, military, or marital status. This policy of nondiscrimination applies to all aspects of the employment relationship, including but not limited to: recruitment, selection, advancement, compensation, benefits, layoff, recall, transfer, and termination.