

## **Membership Intern**

Learn the operational side of non-profit membership programs. Promote and greet visitors while actively promoting membership. Administrative duties include assisting with the member survey, data collection, analysis, data entry and other duties as assigned. This intern should be familiar with Microsoft Office products, specifically Excel. This intern should have strong inter-personal skills, sales experience and the ability to think quickly and respond effectively to unusual questions as well as have an interest in marketing. Needed during regular business hours and possible occasional evening/weekend events.

## **We offer**

These unpaid internships will add to both your portfolio and resume while at the same time providing a very satisfying experience in a fast-paced, fun environment. Internships are likely to extend depending on desire and performance.

- Great work experience
- Exciting work environment
- Flexible work schedules
- Discounts on Big House Museum merchandise

## **Eligibility**

Terms: Full or part-time for a minimum of 3.5-4 months.

An intern must currently be enrolled in a college or graduate school program, preferably sophomore - senior status. Internships

are done on a volunteer basis. The Museum does not offer compensation. Availability to work 10 or more hours a week, up to 20 hours a week during the summer, for a minimum of 8 weeks.

**Stipend:** None

**Contact:** Maggie Reimer, Office Manager

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