Children’s Museum of the Arts (CMA) Overview:

The mission of the Children’s Museum of the Arts is to introduce children and their families to the transformative power of the arts by providing opportunities to make art side-by-side with working artists.

The only arts-focused children’s museum on the east coast, CMA fosters art experiences for children with artists, both in our art-filled interactive museum and in diverse communities. For more information, please visit www.cmany.org

Development Internship – Special Events

Commitment: 2-3 days a week (days are flexible), over 3-4 months

Description: The Special Events Intern will primarily assist with the planning of CMA’s Spring Benefit (May 22, 2016). This includes helping to secure sponsorships and auction donation items, event planning, and assisting in day-of coordination. Other items he/she may assist with include processing school donation requests and helping with grant attachments, as needed.

This is a good fit for someone interested in fundraising for a medium-sized non-profit organization. Our fundraising office is only three people, so he/she will have the ability to make a strong impact.

Skills Required: Attention to detail is key, ability to follow directions and work independently, interest in Museum fundraising.

How to apply:
Please write a one-page cover letter responding to the following:

- Your relevant qualifications
- Your interest in the Children’s Museum of the Arts
- Your availability (days/times)

Please email your resume and cover letter to: Carrie Caroselli, Development Associate, Individual Giving cCaroselli@cmany.org
Eligible candidates will be contacted by phone or email for an interview.