OREGON MUSEUM OF SCIENCE AND INDUSTRY

INTERNSHIP OPPORTUNITY

Position Title: Special Events Gala Intern
Reports To: Donor Relations Associate
Department: Development
Unit: Special Events

POSITION SUMMARY:
The Special Events Gala Intern provides support to OMSI’s Development Department, with a concentration on the annual fundraising Gala.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Assist with Gala collateral pieces (RSVP Cards, Thank You Cards, On-site Donor Recognition, Raffle Cards, etc.)
• Update and maintain Raiser’s Edge database of donors and prospects, namely contacts, addresses, telephone numbers and e-mail addresses.
• Execute the research of specified projects relating to this year’s Gala theme: OMSI Groundbreaking.
• Contact and solicit prospective Gala production members, including speakers, local businesses, etc.
• Assist with prospect mailings for Gala attendees.
• Assist with correspondence to donors and guests of the Gala.
• Prepare catering orders and coordinate with appropriate museum departments to facilitate on-site donor and prospect meetings.
• Attend and provide assistance at Gala events and committee meetings as needed.
• Assume other tasks and responsibilities as assigned by the Development team.

QUALIFICATIONS:
• Able to work independently and take initiative.
• Dependable and punctual, and able to make a strong commitment to OMSI.
• Must maintain a professional appearance.
• Willing to follow OMSI rules and procedures.

REQUIRED SKILLS:
• Intermediate to advanced proficiency with Word, Excel, PowerPoint, and Outlook.
• Advanced letter writing and business communication skills.
• Data entry and typing; 10-key a plus.

COMMITMENT:
3 months, ideally through May 15
15-20 hours per week
Available May 1, 2015 to volunteer at the Gala

For more information, contact Volunteer Services at 503-797-4693 or VolunteerServices@omsi.edu.
Visit our website at www.omsi.edu.