



Mattress Factory

Spring 2021 Development Internship (Part-time, unpaid)

Organization Overview

The Mattress Factory was founded in 1977, by artists, to support artists working in residence to create site-specific installations. Since then, the museum has presented and commissioned new installation and performance works by more than 750 artists. The museum supports established and emerging artists through a residency program that provides leadership, guidance, resources and opportunities to create artwork that is unconventional, challenging and thought-provoking. To learn more please visit www.mattress.org.

Internship Overview

The Mattress Factory is seeking a highly motivated individual for a part-time internship in the development/membership department for Spring 2021 from February 1st – May 28th 2021. This internship is an ideal opportunity for those looking to gain experience in a non-profit arts setting, specifically hands-on fundraising, donor cultivation, museum membership and communication.

The Development Intern's responsibilities include:

- Assist in donor correspondence, including campaign and solicitation materials, and donation acknowledgment
- Maintain and organize up-to-date donor and foundation files
- Design communication and other promotional materials for members and supporters
- Support the writing and editing of grant applications and reports
- Conduct research for membership and donor cultivation
- Perform miscellaneous administrative duties
- Assist the museum with planning and preparing for programs and events

Requirements:

- Self-starter with a strong work ethic
- Passionate for the arts, development and nonprofit arts administration
- Highly detail-oriented
- Strong writing and communication skills
- Ability to work collaboratively and independently
- Eagerness to contribute new ideas and improve systems
- Familiarity with Mac OS, Microsoft Office Suite, Adobe Creative Suite
- Available for a part-time internship (number of hours is flexible) at the museum. Any pre-planned scheduling conflicts can be discussed in the interview.
- Currently enrolled in an undergraduate or graduate school in a related field

Mattress Factory is an Equal Opportunity Employer.

To apply

Interested applicants should submit a cover letter and resume to internships@mattress.org. Please put "Spring 2021 Development Intern" in the subject line. No calls, please.