



## **Event Management and Development Intern**

### **Job Description:**

#### **Purpose:**

To further the mission of the Historical Museum at Fort Missoula (HMFM) by assisting with fundraising events, marketing, social media awareness, and development activities.

#### **Duties and Responsibilities:**

- Organize HMFM's online presence via email, social media, community events, etc.
  - Facebook & Instagram & Twitter
- Assist with the logistics and marketing for fundraising events, including sponsorship recruitment.
  - Pint nights
  - 4<sup>th</sup> of July
  - Harvest Festival
  - Book Sale
- Provide support for on-going development activities including program research, growing sponsor program, and member marketing.
- Continue visitor data surveys and inputting into visitor registers.
  - Compile data and enhance templates for future use
- Design and schedule Mail Chimp e-newsletters.
  - Monthly newsletters and others as needed
- Develop social media marketing, recruitment, and event updates for events including Facebook updates, tweets, and Instagram posts.
- Manage participant and donor data in software programs.
  - Input data and assist with list cleaning
- Develop and manage fundraising programs.
  - Including setting up fundraising events throughout the area.
- Attend and participate in event related activities and meetings.
- Attend and participate in business networking events and meetings.
- Other duties as assigned.

#### **General Requirements:**

The candidate must:

- Self-motivate, team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities in a fast-paced environment.
- Strong organizational skills, with keen attention to details, as well as problem solving abilities.
- Excellent oral and written communication skills.
- Moderate experience working with social media platforms (i.e. Facebook, Twitter).
- Have self-discipline and time management skills necessary to work independently.
- Proficient in Microsoft Office.
- Have regular and consistent computer and internet access, including the ability to work online.
- Possess a valid driver's license as well as the ability to travel as needed to perform duties.

**Physical requirements:**

Ability to stand and/or work on a computer for long periods of time; walk up and down stairs multiple times throughout the day; and lift at least 35 pounds.

**Work Schedule/Time Commitment:**

Flexible schedule with the ability to work evenings and weekends as needed, approximately 10-20 hours/week, with exact days and times to be determined according to schedule. Some job duties may be done from home, but weekly meetings with HMFM staff will be required.

**Stipend:** This program will include compensation to be discussed with Development Officer

**Responsible to:** Development Officer