

<p style="text-align:center">ASSOCIATION OF CHILDREN'S MUSEUMS POSITION DESCRIPTION CONFERENCE REGISTRATION & MEMBER SERVICES INTERNSHIP</p>

The Association of Children's Museums (ACM) seeks an intern to provide administrative support to the conference planning and member services staff. Ideal candidate will be an undergraduate or graduate student seeking exposure to museum and association operations. Candidate should be organized, efficient and detail oriented.

Internship runs February 1, 2010 through April 30, 2010. Part time hours: 8-20 hours per week. Work day schedule is flexible, although Fridays are preferred. This is an unpaid internship.

Specific responsibilities include, but are not limited to the following.

Conference Registration Support

- Processing conference registrations using member database software
- Making changes to existing registrations
- Producing invoices, receipts and confirmation letters for conference registrations

Membership Support

- Processing member renewal payments
- Producing member renewal confirmations
- Preparing new member welcome packets
- Preparing ACM's quarterly journal and newsletter for mailing to nonmember and international subscribers
- Using Web design software to update exhibit and employment ads on ACM's online Classifieds
- Preparing publication orders for mailing to members and nonmembers
- Assisting in digitalizing membership records for ACM's archival history

Qualifications:

- Prior administrative experience
- Strong attention to detail
- Ability to multitask
- Expertise in multiple software applications including Microsoft Word, Excel, Outlook and Web-based applications, and a confidence in ability to learn and utilize membership database software
- Strong teamwork ethic required

To apply, please send a resume and a brief cover letter to jobs@childrensmuseums.org. Indicate "Internship Application" in subject line.

Opening date: 2/1/2010; position available immediately, open until filled.

The Association of Children's Museums is an equal opportunity employer.

Visit our Web site at www.childrensmuseums.org