



Fundraising & Communications Internship Spring 2025

Tudor Place Historic House & Garden seeks qualified applicants for its fundraising and communications internship that will support the Spring Garden Party (an annual fundraising gala). The internship is designed to provide practical, hands-on experience to students pursuing a degree in museum administration, museum management, marketing and communications, fundraising, American history, public history, art history, business management, hospitality management or architectural history.

Primary Responsibilities:

- Fundraising
 - Help design and execute fundraising campaigns, including assisting in researching grants and writing proposals, participating in solicitation mailings, conducting post-event support (surveys, acknowledgements and thank you letters) and tracking campaign performance
 - Conduct research on potential donors and sponsors, assist in preparing solicitation materials and communicate with donors for follow-up
 - Contribute to the creation and implementation of marketing plans to promote the annual gala
 - Help setup and run cultivation events ensuring all details, including supplies and materials, are presented and managed efficiently
 - Support the maintenance of donor database, including data entry and generating reports to analyze fundraising effectiveness
 - Engage with museum visitors to promote membership and membership upgrades, encourage donations and gather feedback to improve visitor experiences
- Communications
 - Write and create content for blog posts, *Tudor Times Newsletter*, articles or promotional materials about gala; interface with media contacts for exposure and promotion of Annual Gala
 - Assist in gathering and analyzing data on market trends, audience demographics and competitor activities to inform marketing
 - Assist with creating content and promotional campaigns across social media platforms, website and digital media to raise awareness, increase number of ticket sales and engage donors online
- Perform administrative tasks as needed and collaborate with other departments on interdisciplinary projects that promote the annual gala

Qualifications:

- Enrollment in a relevant graduate-level degree program; strong undergraduate applicants may be considered.
- Excellent written and oral communication skills
- Excellent organizational skills and attention to detail
- Strength, dexterity and mobility to perform all duties
- Prior experience working in retail and/or other customer-oriented position helpful



Schedule & Logistics:

- Approximately 25 hours/month with a flexible schedule Monday – Friday; total number of hours dependent on credit requirements of the student’s academic institution if credit is being sought for the internship
- Approximate dates of internship are January 27, 2025 – May 23, 2025. Must be available on May 21 from 12:00 – 9:00 p.m. for the annual gala
- Work will be in person at Tudor Place
- Interns are eligible to receive a Museum Shop discount and free on-site parking

Stipend: \$1800

To Apply:

Submit a resume and cover letter to Jessica Zaluzec, Development Manager, at development@tudorplace.org with subject line ‘Spring Fundraising Intern’ by November 1, 2024. No phone calls please.

For more information about Tudor Place and our programs, please visit www.tudorplace.org.