



## **GROUP SALES & PARTNERSHIPS INTERN**

**Salary: Unpaid**

**Reports to: Director, Group Sales & Partnerships**

### **Position Overview**

The Group Relations and Partnership Intern will assist in the implementation of programs that will help increase Liberty Science Center's presence in the community and help increase attendance.

### **About You**

You are an organized individual with the ability to pay attention to detail and have strong Excel skills. You also have an interest or skill in the sales field.

### **Key Responsibilities**

- Assist in identifying key community stakeholders
- Research, compile and upgrade statistical, demographic and other analytical data from appropriate public and private sources including background data for new initiatives
- Supports all Group Relations programs via research, analysis, tracking program performance and outreach campaigns
- Participate in sessions that will develop partnerships between key stakeholders in the community and Liberty Science Center staff
- Assist in developing and implementing community events and foster awareness and grow attendance
- Help develop and implement programs that encourage diversity awareness and promote cross-cultural relationships
- Other duties as assigned

### **Preferred Qualifications and Experience**

- Proficient in Microsoft Word, Excel and in utilizing the internet
- Strong written and oral presentation skills
- Strong interpersonal skills and the ability to work well with internal staff as well as external contacts
- Strong analytical and reporting skills
- Experience working with diverse audiences
- Must be pursuing or have obtained a bachelor's degree in business, nonprofit management, museum management or museum studies

## Work Culture at a Glimpse

### Schedule

This is a part-time unpaid position. The ideal candidate must be available to work evenings and weekends as special events require. 15-20 hours per week required with a total of 200 hours at completion of internship.

### Travel

This position will not require travel.

### Environment

Liberty Science Center is located in a beautiful waterfront state park in Jersey City, New Jersey. Not only is Jersey City easy to get to from any points in Northern NJ and Manhattan, but it also holds the title of the most diverse city in the United States. Employees have access to free parking, the Hudson-Bergen Light Rail, and the NJ PATH train. In addition, all employees have access to an on-site café, a terrace with stunning NYC views, and on-site yoga.

### Physical Demands

This position will be located in our Box Office suite with limited views and windows. All offices and desks are located in one shared room. Must be comfortable working in an open/shared environment. The position may require some standing and time out on the museum floors (walking on concrete floors, climbing stairs, etc.) and outdoors (walking on uneven ground, exposed to the elements), tolerating high levels of noise, and extensive public speaking, sometimes in noisy environments.

### Benefits

- 25% discount in LSC gift shop
- 25% discount in on-site cafeteria
- Six free exhibit & theater passes after 100 hours of volunteering
- \$75.00 travel reimbursement once a year
- Volunteer Recognition dinner
- KUDOS rewards program

### To apply:

Please visit our website and apply online at: <https://lsc.org/index.php?cID=631> After you apply, please submit a resume and cover letter highlighting why you are a perfect fit for this position to [intern@lsc.org](mailto:intern@lsc.org).

*Liberty Science Center is proud to provide an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetics, gender identity, or veteran status and will not be discriminated against on the basis of such characteristics or any other status protected by the laws or regulations in the location where we operate.*

*LSC actively supports Americans with Disabilities Act and will consider reasonable accommodations.*

To find out more, visit [lsc.org](http://lsc.org) or follow us on Facebook, LinkedIn or Twitter.