



MEMBERSHIP INTERN

Salary: Unpaid

Reports to: Director of Membership

Position Overview

Membership Intern assists the Membership Department in promoting Membership.

Major Tasks and Responsibilities

- Help create and implement marketing strategies to support membership growth
- Work with Director to update membership web pages and online guest experience
- Create talking points and procedures for membership volunteers
- Assist with promoting the Membership to guests by providing information on the floor during peak times
- Assist with research and statistic compilation specifically:
 - Adopt an Animal Program
 - Membership surveys to expired, newly expired and new members
 - Library museum membership research
- Assist with Membership Department administrative tasks and responsibilities
- Interact and liaise with Liberty Science Center staff, Members and guests
- Develop broad knowledge of LSC's offerings

Requirements

- Outgoing and friendly personality who enjoys working with people
- Excellent customer service and interpersonal skills
- Work with accuracy and attention to detail
- Quick thinker and creative problem solver
- Ability to work well as a team member or independently
- Interest in learning about the benefits of museum membership and willing to enthusiastically promote new or renewed memberships
- Willingness to learn new database (Tessitura)
- Weekday availability
- Microsoft Suite literacy required.

Experience/Qualifications

- Interest in LSC and the Membership program
- Patience and a sense of humor
- Previous front-of-house or sales experience helpful but not required
- **Education:** Ideal candidate will be pursuing a degree in public policy, marketing, development or nonprofit management. High school graduate with experience will also be considered.

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 a week is mandatory completing a total of 200 hours.

Travel

This position may require occasional travel in the greater Metro region.

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

While performing the duties of this job, the employee must be able to stand for long periods of time while working with staff on museum floor to prepare for events or fill in for staff on the floor. The ability to lift 30 pounds is required. The position requires frequent visits to the museum floor (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
- Four free exhibit & theater passes after 100 hours of volunteering
- \$125.00 travel reimbursement once a year
- Volunteer Recognition dinner
- KUDOS rewards program
- Free tea & Starbucks Coffee

To apply:

Please visit our website and apply online at: <https://lsc.org/volunteer/intern>. After you apply, please submit a resume and cover letter highlighting why you are a perfect fit for this position to 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 or follow us on Facebook, LinkedIn or Twitter.