



Santa Cruz
Museum of
Art & History
at the McPherson Center

Position Title: Partnerships Intern

Hours: 6 - 10 hours per week

Dates: January 6th, 2020 - April 30th, 2020 (dates flexible)

of Positions: 1

Reports to: Roman Yanish, Partnerships Catalyst

What makes this opportunity awesome: You will leave this internship with valuable, practical experience that you can take with you. You will be plugged into a wide network of creative collaborators, volunteers, and MAH staff. You will gain hard skills like working with Salesforce. Plus, you'll get a behind-the-scenes look at how the MAH's events and exhibitions happen.

Overview: You'll be powering MAH events and programs through Partner Power. This internship shows you the ins-and-outs of volunteer coordination and event planning. You'll learn how an idea becomes an event and then a lived experience. You'll coordinate a dedicated team of awesome volunteers and giving them all the information they need to succeed.

What you'll be doing:

- Promoting exciting new opportunities for volunteers to get involved at the MAH.
- Communicating with the MAH's expansive network of volunteer about upcoming events and opportunities.
- Co-presenting volunteer opportunities to diverse audiences across Santa Cruz County to grow the MAH's partnerships.

- Serving as the point person for volunteers leading up to and during events with support from the Partnerships Catalyst.
- Assisting in the onboarding and training of volunteers.
- Maintain accurate and detailed records in our volunteers database.

You're a great fit for this position if you:

- Love engaging with the community.
- Drop everything to meet and greet everyone with genuine enthusiasm and excitement.
- Are focused, organized, and communicative.
- Work well with others. You like to step in to help with special projects or events.
- Are excited to work with community members of all ages.
- You can think on the fly, improvise, and solve problems under pressure.
- You're bilingual (English & Spanish) ...not mandatory, but it's a plus.

Ready to Apply?

Please send a cover letter and resume to roman@santacruzmah.org