



RICE NORTHWEST MUSEUM OF ROCKS AND MINERALS

Marketing Intern/Volunteers

POSITION 1 Description - Intern:

This opportunity is for undergraduate or graduate students to work with Public Speaking, Photography, Graphic Design for event posters and flyers, Web Design, generating social media and posting Museum events, Audio Visual projects to further enhance the Museum gift shop promotion, outreach programs and galas. Occasional attendance at some of the outreach activities, like First Friday in Hillsboro, is required. Some virtual work, such as researching other institutions best practices, is a possibility.

Work Schedule:

Volunteer length and schedule may vary depending on the needs of the museum. At least 15 hours a week is preferred. Some work may be at night or on weekends.

Application Process:

A complete application or resume will be required. The museum will review these documents prior to scheduling an interview.

Date of Appointment:

Ongoing with minimum 2 year required.

POSITION 2 Description - Volunteer:

Volunteers could be called upon to help with membership and school tour mailings or to do data entry. Requests for marketing volunteers would come from the Event Coordinator or Museum Director. Training sessions for the various duties would be held quarterly or three to six months prior to the event. The duties range from mailing invitations, calling for silent auction donations, follow-up on ticket sales, data entry, sending tickets, creating catalogues for silent auctions and flyer distribution.

Work Schedule:

Volunteer length and schedule may vary depending on the needs of the museum. At least 15 hours a week is preferred. Some work may be at night or on weekends.

Application Process:

A complete application or resume will be required. The museum will review these documents prior to scheduling an interview.

Date of Appointment:

Ongoing with minimum 1 year required.