



Internship Program

ABOUT US

The LeMay Collections at Marymount is a non-profit organization, with the vision of preserving and showcasing America's artifacts for future generations. Located on 88 acres, we are housed in historic Marymount Military Academy and maintain one of the largest vehicle collections in the world. In addition to our vehicle collection, we house collections of historic industrial equipment (ranging from a collection of typewriters to vintage radios), American memorabilia, neon signs, and even a Rodin Sculpture Garden.

The LeMay Collections are diverse, evolving, and full of opportunity when it comes to preserving and showcasing the items we have.

Above and beyond the physical items we house, Marymount has become a community gathering place. Between the museum, our community events, the private events we host, and the amazing volunteer program that supports our day-to-day operations, we are a place in which memories are created and reflected upon, a place where comradery is ongoing, and family is valued.

INTERNSHIP PROGRAM

Our internship program is geared toward exceptional students in their junior and senior years of college, who are seeking on-the-job training in one of, or in a combination of, the below areas:

- non-profit management
- museum curation
- history
- hospitality/tourism
- marketing
- graphic design
- guest services
- communications
- fundraising
- event management
- volunteer management
- finance/accounting
- IT system management
- data management

ONGOING INTERNSHIP OPPORTUNITIES

Depending on the area(s) of focus, interns work collaboratively with management on a variety of projects. We are flexible and support interns developing their own projects as they align with organizational needs and student interests. Some examples may include:

- Marketing/Graphic Design/Communications
 - Creating copy and collateral aimed at supporting events or ticket/membership sales
 - Managing ad placement and promotion listings as they align with marketing goals
 - Public relations
 - Web marketing/outreach through social media, website, etc
 - Marketing research
 - Marketing analysis
 - Graphic design
 - Video related projects
- Museum Curation/History
 - Collection research
 - Collection display/curation
 - Development of Collection materials/collateral/descriptions/etc



- Collection tracking
 - Researching and presenting exhibit ideas
- Hospitality/Tourism/Event Management
 - Museum management support (operations)
 - Event planning and management (LeMay events as well as 3rd party rentals)
 - Local and notational tourism research in support of marketing and strategic planning efforts
 - Customer service and guest relations
- Non-Profit Management/Fundraising/Volunteer Management
 - Non-profit management support
 - Community outreach and collaborative engagement
 - Fundraising campaign support (annual giving, online giving, major gifts, corporate support)
 - Fundraising event support
 - Grant writing/management/research
 - Development effort analysis
 - Donor relations/stewardship projects
 - Volunteer program recruitment projects
 - Volunteer program support
 - Data management
- Finance/Accounting
 - Data entry, auditing, and reporting
 - System analysis and recommendations
- IT Systems/Data Management
 - System analysis and recommendations
 - System management support
 - System implementation/integration/migration projects as appropriate
 - Data entry, auditing, and reporting
 - Data monument and process creation
 - Application development

SKILLS SOUGHT

- Excellent writing, communication and organization skills
- Vested interest in areas of interest as they apply to the betterment/improvement of the Collections
- Ability to work in an fast paced atmosphere and switch gears quickly
- Works well both independently and in groups
- Ability to think critically, take direction and receive and apply constructive feedback
- Ability to document project details, scope, progress, etc
- Computer skills including Microsoft Office Suite as well as training in specific tools as they pertain to your interest (graphic design, IT, finance, etc)

EXPECTATIONS

- College junior or senior, working toward a BA or BS from a four-year college or university
- Intern should be able to work a flexible schedule of 15-20 hours a week during museum operating hours: Tuesday-Sunday, 8:30 a.m. to 5 p.m.
- Should be available as needed to support evenings and weekends

COMPENSATION

At this time our intern positions are uncompensated, but academic credit may be given if applicable.

CURRENT PROJECTS SEEKING INTERNS:



All internships at LeMay Collections at Marymount are flexible by nature, and focus on both the needs of the museum and the desired goals of the intern.

- Intern Generalist
 - This intern position is versatile in supporting our general operations, guest services, collection management and administrative tasks. If you are looking for an opportunity to gain all-around valuable working experience – everything from cash register operations, to event set up, to taking inventory, and auditing data – this is a great position to build your resume.
- Collection Database Review
 - This intern will partner with our collections team to fill gaps in our collection database to include basic information/specs, stories, historical relevant information and photographs.
 - A person interested in this internship should be proficient in basic computer skills, be very organized and have an interest in classic vehicles and historic collections.
- Marketing Internship
 - This internship partners with our Marketing Manager and other staff to implement plans to increase market awareness and engagement with our facility as they pertain to generating revenue.
 - Projects include general marketing, event support, designing and creating deliverables.
- Marymount History Internship
 - This internship will work in partnership with the Marketing team, and the previous residents of Marymount Military Academy including the Dominican Sisters and academy alumni. This internship will focus on collecting and documenting stories, and historical information related to the 88 acre Marymount Campus.
 - In addition to collecting stories, this intern will be tasked with the creation of interpretive signage to help visitors learn and appreciate artifacts housed here at Marymount.
- Events Internship
 - This internship works with the Marketing and Events team to support the LeMay events and private events hosted at the LeMay Collections at Marymount. This internship is designed to introduce someone to the hospitality business and includes elements of marketing, communication, decorating, project management and event support. Additional tasks may include client follow-up and stewardship.
- Fundraising Internship (Non-profit development)
 - This internship will help carry out the LeMay Collections first annual fundraising plan. Projects will include efforts to engage individuals, corporations, and potential grantors. Specifically, you may be tasked with creating materials to share our case for support, copy development, communications creation, phone contacts, grant writing and submission, accompanying the Development Manager on major gift and sponsorship meetings, and data management as it relates to future campaigns and segmentation. Additionally, we may ask for your help in researching potential program projects.
- Information Technology Internship
 - As we gear up to upgrade our in-house systems and implement relevant applications, this intern would support the work load of projects leading up to and carrying out IT conversions/upgrades/etc as appropriate. You may be asked to conduct solutions research, and assist with the documentation of processes and procedures as they relate to operations and usage of IT systems.



- Fine Arts Collection Internship
 - This internship will support the development of our Fine Arts Collection. To date we have on the property a sculpture garden featuring several iconic Rodin pieces. In addition to rounding our sculpture garden, we are intending on creating an indoor Fine Arts gallery, co-op gallery space. This project entails everything from helping conceptualize the overall project to helping determining the goods sold in the gift shop related to this collection.
- Restoration/Mechanic Internships
 - Interns interested in getting hands on experience working on and helping maintain our vehicle collection are welcome to apply! Space will be dependent on current needs and available mentors. Projects may range from assisting in the restoration shop, helping maintain some of our older vehicles such as the Model Ts, to general car detailing and upkeep.

Contact Sarah at sarah@lemaymarymount.org for more information.