



Museum of Contemporary Art Detroit  
Position Description  
Membership Intern

**About MOCAD:**

The Museum of Contemporary Art Detroit (MOCAD) is where adventurous minds encounter the best in contemporary visual, literary, music, and performing arts. A responsive center for diverse audiences, MOCAD presents art that contextualizes, interprets, educates and expands culture, pushing us to the edges of contemporary experience. The museum presents an ambitious schedule of cutting-edge exhibitions, and educational and outreach programs.

**Classification:**

Part Time, Volunteer

**Supervisor:**

Wayne Northcross

**Position Summary + Responsibilities:**

The following position description identifies the core activities of the position. Position responsibilities may vary from time to time.

During the internship, the Membership intern will assist in drafting membership correspondence, promotions, and marketing materials, assist with membership sales at museum events, provide database entry assistance. The intern will gain experience and knowledge of strategies and initiatives museums employ to increase donor and membership engagement.

**Professional Knowledge + Career Readiness Skills Gained in this Intern Position:**

- Opportunities for networking within the Detroit arts community.
- Exposure to the working of a contemporary art museum.
- Knowledge of marketing, sales, and special event planning.

**Responsibilities:**

- Process membership sales and forms
- Filing
- Database entry

**Qualifications:**

- Intern applicants must be a current student in museum studies, art, arts administration or education, or a related field.

The Museum of Contemporary Art Detroit provides equal opportunity to all of its applicants.



If you are interested in applying for this position, please submit an internship application, cover letter (see the internship application for specific instructions), and a current resume as PDF by email to [volunteer@mocadetroit.org](mailto:volunteer@mocadetroit.org).

Academic Year Session – 9 months, August-May

Application Window: June 15- July 15  
Application Deadline: July 15  
Start date: August 15

Summer Session – 3 months, June-August

Application Window: April 15-May 15  
Application Deadline: May 15  
Internship Term: June 1 through August 30