

**About us:**

The Minnesota Planetarium Society is a non-profit service organization that strives to inspire, inform, and educate children, families, educators, and other visitors from Minnesota and beyond about our planet, our universe, and the many benefits of scientific thinking, technological advancement, and exploration.

Consistent with its mission, the Society strives for a diverse workforce and is an Equal Opportunity Employer; United States citizenship is not required.

**Eligibility:**

Intern positions are open to all individuals who meet the qualifications outlined below, without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability. Must have high a school diploma or equivalent.

**Benefits:**

Interns have the opportunity to gain valuable experience in the only public planetarium in Minnesota, benefit from school credit (when applicable), attend educational conferences and special events, and visit other related organizations. Free membership to the Minnesota Planetarium Society upon completion of the internship. Will be able to get a sense of the full range of the Society's operations through interaction with staff members throughout the organization, including top management.

Applicants for an internship to the Minnesota Planetarium Society should submit the following information:

1. Internship application
2. A one-page letter indicating how this internship at the Minnesota Planetarium Society fits in with the applicant's preparation, experience, and goals—and the college department granting the credit (if applicable).
3. Current résumé
4. If applicable: A letter of recommendation from a faculty member who will act as the student's sponsor if applying for collegiate credit. This should be sent directly by the faculty member. The sponsor acts as the administrator/facilitator any for college/university procedures required for the student to earn credit.

Intern finalists will be contacted for interviews by the appropriate staff members. Accepted interns will be notified of placement before the relevant academic term starts. The number of individuals who will be able to participate during any one term will be limited. Non-credit internship applications are accepted.

Please understand that due to the large number of applications we receive, we are not able to provide a personal response with status updates to each candidate. Only those applicants selected for an interview will be contacted, and positions will be removed from the list below once they have been filled. Thank you for your interest and understanding.

The Society suggests 120 hours of time per semester. However, this will vary according to the college requirements of each intern and the number of credit hours the college will allow the intern to earn.

Each student will be assigned to a Society staff member whose expertise corresponds to the special interest indicated in the student's letter and application. Activities designed for college credit will be an accurate reflection of the normal daily work of the museum professional in the student's area of special interest.

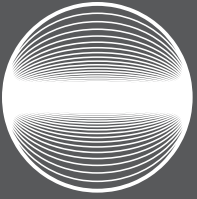
At the end of the internship period, an Intern Evaluation form will be completed by the staff supervisor(s). A copy of this evaluation will remain on file at the Museum, and a copy will be forwarded to you and/or your faculty sponsor. If the student's college has similar forms or requests a report from the museum staff, the student must supply the appropriate forms or information well before the end of the internship period.

To evaluate the internship experience, an Exit Interview form will be completed by the intern and submitted to the President. This form is kept on file at the Society.

No student will be paid for any work performed for college credit, and the Society is not in the position to offer employment to interns upon completion of the academic term. Housing will not be available.

The areas of internship programs available at the Minnesota Planetarium Society are:

1. Administration/Development
2. Science Education



## **Administration/Development**

Internship position available September 1–December 12, January 15–May 15

The Minnesota Planetarium Society Administration/Development Internship program is designed for university or college students seeking to gain hands-on experience in raising a significant part of the museum's budget through individual contributions, memberships, grants, and corporate sponsorship. This internship is available only during the academic year, September–June. A minimum of 120 hours is required. The exact details of the schedule will be worked out with the individual as the internship begins.

This internship will focus on development. The intern will be working primarily with the development associate on a variety of projects related to the Society's Make Contact Campaign.

Specific duties include: Communicating with members, researching potential members, writing grants, acknowledging and drafting correspondence, maintaining member records, preparing materials for potential donors, attending occasional conventions/events, interacting with groups through demonstrations, aiding in creating development signage for various exhibitions and conventions, following up on meetings of the Board and Executive committee, and helping the development associate and development director with a variety of specialized tasks.

Qualifications: Interest in fundraising, strong written communication skills, public speaking skills, knowledge of MS Office applications (primarily Word, PowerPoint, and Excel), and basic office skills.

Preferred candidates will have experience in the following: grant writing, grant reviewing, and DMS/Raiser's Edge/The Databank donor databases, as well as excellent writing skills and a strong knowledge of grants databases. Ideally, interns can commit two or more days a week for a full semester.

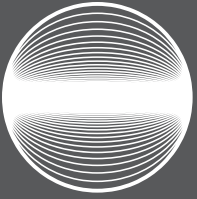
The Minnesota Planetarium Society is a small institution, and all staff members, as well as interns, are often called on to do any number of things such as assisting with public programs, basic office work, mailings, etc.

The internship will provide an introduction to standard development practice and provide hands-on experience in a science planetarium. At the end of the internship period, the staff supervisor(s) will complete an Intern Evaluation Form. A copy of this evaluation will remain on file in the planetarium, and a copy will be forwarded to the intern and/or the faculty advisor. If the intern is seeking college credit and the college has similar forms or requests a report from the museum staff, the appropriate forms or information must be supplied well before the end of the internship period. Finally, the intern will complete an Exit Interview form evaluating the intern's experience, which is to be submitted to the President and kept on file on-site.

Stipend: Collegiate credit is preferred, but if a candidate is not a student, a \$200 stipend will be awarded upon successfully completing the internship and the Exit Interview form.

Application Deadline: December 18. Interns can be accepted on a rolling basis prior to the deadline. Please include application form (click on link), current résumé, and letter of interest.

Send to: Minnesota Planetarium Society  
300 Nicollet Mall, Room 270  
Minneapolis MN 55401



**Application Deadline: December 18. Interns can be accepted on a rolling basis prior to the deadline.**

Name: \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Student Phone/Cell: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

Qualifications and related experiences: **You must include a copy of your current résumé.**

\_\_\_\_\_  
\_\_\_\_\_

Previous Internship Experiences: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

University/College Faculty Advisor/Sponsor: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

References (please supply at least two): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Semester and Exact Dates Available: \_\_\_\_\_

Time commitment - hours per week and specific days available (you must be able to commit to a minimum of 120 hours during a semester to qualify):

\_\_\_\_\_

Person to be notified in case of emergency: Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Please send this form, current résumé and letter of interest to: Minnesota Planetarium Society  
300 Nicollet Mall, Room 270  
Minneapolis, MN 55401

Or Email: [mike@mplanetarium.org](mailto:mike@mplanetarium.org)