

A Museum Project like no other



SHRINERS MUSEUM · USC INTERNSHIP PROGRAM

DEVELOPMENT, GRANTS & PARTNERSHIPS INTERN

4 POSITIONS

• 3–6 HOURS WEEKLY

• ACADEMIC CREDIT ELIGIBLE

• LOS ANGELES

About the Project:

The Shriners Museum Project is a ground-up museum-development initiative dedicated to preserving and interpreting the history of the Al Malaikah Shriners, the Shrine Auditorium, Shriners Children's, Daughters of the Nile, and more than a century of Southern California civic, fraternal, cultural, and philanthropic history.

Working with materials drawn from the historic Shriners vaults and organizational collections, interns will help transform an important but largely uncatalogued archive into an accessible, professionally organized museum collection which will eventually open to the public.

The Development, Grants & Partnerships Intern will support fundraising research, grant preparation, donor communications, and partnership development for the Shriners Museum Project.

Working under the direction of museum leadership, interns will research prospective funders and partners, organize development information, assist with written proposals, and help communicate the museum's mission and potential impact. This is an opportunity to learn how a new cultural institution builds a sustainable base of financial and community support.

What You'll Do:

- Research foundations, corporations, government programs, individual donors, and other potential funders.
- Identify grant opportunities aligned with museum development, historic preservation, education, healthcare history, arts and culture, archives, and community engagement.
- Prepare concise donor, foundation, and grant-prospect profiles.
- Maintain organized prospect lists, deadlines, eligibility requirements, and application notes.
- Assist w/letters of inquiry, grant narratives, case statements, sponsorship materials, and partnership proposals.
- Gather organizational history, project descriptions, budgets, statistics, and supporting materials for applications.
- Research prospective partners, including universities, museums, archives, cultural organizations, healthcare institutions, and community groups.
- Help develop sponsorship opportunities and partnership concepts.
- Draft donor acknowledgments, stewardship updates, and project-impact communications.
- Assist in organizing meetings, outreach records, contact notes, and follow-up tasks.
- Track proposal status, reporting requirements, commitments, and next steps.
- Coordinate with the Historical Research Team to obtain accurate institutional history.
- Coordinate with the PR, Marketing & Advertising Team to maintain consistent public messaging.
- Follow museum standards for donor confidentiality, financial privacy, ethical fundraising, accuracy, and responsible recordkeeping.

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Expected Deliverables

- Researched donor, foundation, corporate, and grant-prospect lists
- Concise prospect profiles and funding recommendations
- Grant and sponsorship deadline calendar
- Draft letters of inquiry, grant narratives, or partnership proposals
- Organized development records and outreach notes
- Sponsorship or institutional-partnership concepts
- Draft donor communications and stewardship updates
- A short end-of-semester summary of completed work, unresolved questions, and recommendations
- Participation in the cohort's final presentation to museum leadership

Learning Outcomes:

By the end of the internship, students should be able to:

- Identify funding opportunities aligned with a museum's mission and stage of development.
- Evaluate donor, foundation, corporate, and grant prospects.
- Maintain an organized development pipeline and deadline calendar.
- Assist with persuasive and evidence-based funding proposals.
- Develop basic sponsorship and institutional-partnership concepts.
- Connect museum programs and deliverables with potential funder priorities.
- Apply ethical standards for donor confidentiality, stewardship, and fundraising.
- Understand how grants, philanthropy, sponsorships, and partnerships support museum sustainability.

Preferred Qualifications:

This internship is especially appropriate for students studying:

- Nonprofit management
- Arts administration
- Business or entrepreneurship
- Public policy
- Public administration
- Communications
- English or professional writing
- Museum studies
- History or public history
- Philanthropy or social impact
- Finance or economics
- Community development

Applicants should demonstrate strong research and writing skills, careful organization, professional judgment, reliability, and an interest in museums, philanthropy, nonprofit development, or institutional partnerships.

Application & Approval

Finalists will be reviewed by museum leadership and must receive Shriners approval before accessing collection materials or historic records. Approved interns will receive onboarding, collections-handling training, a defined work schedule, an assigned supervisor, and a semester deliverables tracker

Applicants should submit:

- Résumé
- Brief statement of interest
- Academic program and year
- Weekly availability
- Relevant coursework or experience
- USC faculty recommendation, when applicable