Development Department

Position: Intern

The Washington Performing Arts Development Department seeks an intern to provide overall support.

Duties and Responsibilities May Include:

- **Membership**
  - Assist with database management (data entry, updating donor information, and coding in Tessitura)
  - Create and edit text for electronic and print materials including membership renewals, acquisitions, newsletters, and special appeals
  - Correspond with members in regards to gift acknowledgement, benefit fulfillment, and member service.
  - Research prospective donors
  - Provide on-site support for at least two performances

- **Special Events**
  - Assist with event planning, execution, and follow-up of events including private recitals, receptions, and membership events
  - Create informational materials and draft correspondence (print and electronic)
  - Field guest inquiries and RSVPs

- **Foundation and Government Relations**
  - Research potential grant opportunities
  - Compile support documents for grant proposals and reports

- **General**
  - Assist with mailing projects including invitations to events, membership renewals, and direct mail projects

Requirements:

- Outstanding oral and written communication skills
- Excellent customer service skills
- Ability to multitask and meet deadlines
- Computer skills: Microsoft Word, Excel (preferred)
- Some prior experience in an administrative setting preferred
- Interest in the performing arts

Schedule/Hours

20 hours per week required. Washington Performing Arts office hours are from 9:00 am to 5:30 pm. Internship hours are flexible within this time frame and can be tailored to meet the needs of the Development Department and the applicant. Please note that you may be requested to work occasional evenings/weekends to assist with events.

Compensation

Washington Performing Arts offers unpaid internships. Complimentary tickets to performances may be provided, subject to availability.

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