



## Development Internship Opening

**Job Title:** Development Intern

**Hours:** 40 hours/week

**Compensation:** \$5,700 stipend (\$14.25 an hour or \$570 per week) for the 10-week internship

**Application Deadline:** April 30, 2019, 11:59 p.m.

**Dates of Internship:** June 10–August 16, 2019

**Eligibility:** Candidates must have the legal right to work in the United States; reside in or attend college within the Los Angeles County, be currently enrolled in a community college or four-year college/university program; and have completed at least one semester or the equivalent by June 1, 2019. Prospective graduates who will complete their undergraduate degree between May 1, 2019, and September 1, 2019, need not be currently enrolled at the time of the internship. The following candidates are not eligible to participate in the Arts Internship Program: candidates who have or will have earned a bachelor's degree or its equivalent, or higher degree, on or before April 30, 2019; candidates who have previously served as interns in the County's Arts Internship Program. There are two LACAC internship positions available with the Arts Council for Long Beach this summer. One position is reserved for a community college student.

**Position Description:** We are seeking an intern who will help ACLB staff implement our development initiatives. Our aim is to build the capacity for the entire arts and cultural community of Long Beach, individual artists as well as organizations. The Arts Council's efforts to create new audiences, increase arts participation by low-income populations, and contribute to the economic development of the entire community through the arts require communication and fundraising plans that will not only educate our supporters, but also give them language to act as ambassadors in the community.

The Development Intern will have the opportunity to work with our Development & Office Manager as an integral part of the development team. This position will include interaction and mentoring by Executive Director and board members. All development, marketing and communications for the organization are coordinated amongst departments in order to:

1. Plan and implement marketing and fundraising strategies, including: original website content, press releases, extensive social media, marketing collateral, email marketing communications, newsletter, etc.
2. Ensure consistency of the Arts Council brand and identity on all development and community outreach platforms in order to reach sustaining and potential donors.
3. Facilitate development projects and support community initiatives that include arts and cultural components.

The Development Intern will be responsible for the following tasks:

- Maintain the Arts Council's donor database by adding and updating contacts, as needed.
- Assist Development & Office Manager and Executive Director with State of the Arts 2019 planning: location, theme, sponsorships, planning calendar, awards nominations.
- Assist with designing and developing the end-of-the-year campaign, including Long Beach Gives Day.
- Work with Marketing Department to create and implement social media posts on Facebook, Instagram and Twitter.

- Maintain development/grants calendar by updating and tracking the progress of grant applications and reports.
- Attend Fundraising Committee meetings and observe planning process
- Provide research support for the Arts Council's Development Department on an as-needed basis.
- Assist in annual Grants program which are reviewed through a panel process. The intern will be responsible for the following tasks:
  - Coordinate the filing of annual grant submissions for annual review.
  - Organize grantee presentations.
  - Participate in and take notes at the annual grant panels.

**Qualifications:**

- An interest in development, fundraising, arts management, and/or grant writing
- Working knowledge of Microsoft Word, PowerPoint and Excel
- Knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop), a plus
- Strong reading, writing, and proofreading skills and attention to detail
- Excellent organizational skills
- The ability to conduct research
- The ability to work independently and collaboratively
- Willingness to take the lead on particular aspects of the project and report progress to the Development & Office Manager.
- Familiarity with at least one visual or performing arts genre — either as an artist or enthusiastic audience member — is preferred.

**Submission:** Submit a resume, cover letter outlining qualifications, and two references. Please email all application materials to Laura Nelson, Development & Office Manager, at [laura.nelson@artslb.org](mailto:laura.nelson@artslb.org) by April 30, 2019, 11:59 p.m.

All college students regardless of race, religion, sex, national origin, age, sexual orientation or disability who meet the above criteria are eligible to apply.

*This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. More than 130 undergraduate interns will participate in the program this year at over 100 performing, presenting, and literary nonprofit arts organizations throughout Los Angeles County. In addition to their full-time 10-week paid internship, interns will participate in several educational events as part of the program, which are funded by the Getty Foundation. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at [www.lacountyarts.org](http://www.lacountyarts.org).*