



## Development Internship Opening

**Job Title:** Development Intern

**Hours:** 24 hours to 40 hours a week; 400 hours total for internship

**Compensation:** \$6,912 (\$17.28 an hour)

**Application Deadline:** April 24, 2024, by 11:59 PM

**Date of Internship:** June 17, 2024 - December 2024

**Eligibility:** 2024 Arts Internship positions will be open to currently enrolled undergraduate (2 or 4-year) and community college students who reside or attend college in Los Angeles County. Recent graduates may apply as long as they have completed their degree between May 1 - December 1, 2024. The Department of Arts and Culture encourages eligible students from all ethnic and socioeconomic backgrounds, as well as disabled students, to apply. Eligible students may participate in the program once.

**Note:**

- Students already earning a BA, BS, or a higher degree are not eligible for the Los Angeles County Arts Internship Program.
- Students who have previously participated in the program are not eligible to participate a second time.
- Students invited to participate in the program will be asked to verify eligibility via college transcripts, driver's licenses, and other documents to show enrollment status and/or LA County residence.

**Position Description:** We seek an intern to help ACLB staff implement our development initiatives. We aim to build the capacity for the entire arts and cultural community of Long Beach, as well as individual artists and 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 be able 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 to:

1. Plan and implement marketing and fundraising strategies, including original website content, press releases, extensive social media, marketing collateral, email marketing communications, and a newsletter.
2. Ensure consistency of the Arts Council brand and identity on all development and community outreach platforms 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.
- Assist Development & Office Manager and Executive Director with State of the Arts planning: location, theme, sponsorships, planning calendar, and awards nominations.
- Assist with designing and developing the end-of-the-year campaign, including Long Beach Gives Day 2024.
- Work with the 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 the planning process
- Provide research support for the Arts Council's Development Department as needed.
- Assist in the annual Grants program, which is 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 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:** Applicants should complete the online internship [application](#), submit a cover letter outlining their qualifications, submit unofficial transcripts, two references (including name and contact information), and a resume. The resume must include education, work experience, and extracurricular activities.

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