



Development Internship Opening

Job Title: Development Intern

Hours: 20 hours/week

Compensation: \$6,000 stipend (\$15.00 an hour or \$300 per week) for the 20-week internship

Application Deadline: April 30, 2020, 11:59 p.m.

Dates of Internship: August 3 – December 18, 2020

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 2020. Prospective graduates who will complete their undergraduate degree by September 1, 2020, 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 September 1, 2020; 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 Long Beach Gives 2020 planning: theme, sponsorships, planning calendar, awards nominations.
- Assist with designing and developing the end-of-the-year campaign.
- 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 Zoom, 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 by June 30, 2020, 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 20-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.

ADDENDUM: DUE TO “SAFER AT HOME” RESTRICTIONS FROM COVID-19 TELECOMMUTING MAY BE PART OF THE WORK

ENVIRONMENT FOR THE PUBLIC ART INTERNSHIP

Employees allowed to telecommute from home or off-site, for some or all of their employment, remain subject to the terms and conditions of employment set forth in the employee handbook and elsewhere. In addition to their existing obligations and responsibilities, telecommuters agree to the following:

1. Maintain a regular work schedule and an accurate accounting of what you work on.
2. If you are nonexempt, do not work overtime without discussing with and getting authorization from your manager or supervisor.
3. Comply with all safety regulations that apply to an office. That means having a safe work environment free of clutter, exposed wiring, slippery surfaces, and other potential hazards. You should have a smoke detector, fire extinguisher, unobstructed exits, proper ventilation, and other basic safety precautions. The Company may inspect the employee’s workplace before telecommuting begins to ensure the designated off-site workplace is safe, ergonomically suitable, and free from hazards.
4. Understand that the policies and procedures relating to legal compliance, safety, and ethics obligations remain in full force and effect while off-site.
5. Be responsible for any Company equipment used off-site. You may be responsible for the cost of repair or replacement of any equipment if not used or handled according to Company policy. The Company is not responsible for personal equipment used without express written authorization from the Company.
6. Maintain your work files in a safe and secure environment. Any confidential materials, trade secrets, or proprietary information should be securely maintained and appropriately discarded.
7. Understand that any injuries that have occurred at home or off-site are covered by the Company’s workers’ compensation insurance coverage. The reporting requirements for a telecommuter regarding a workplace injury are the same as if the employee worked on Company premises.
8. Maintain a work environment that is free from distractions. This includes having proper day care assistance.
9. Understand that telecommuting can cause income tax consequences. It is your obligation to understand how your taxes will be affected.
10. Understand that there may be zoning laws in your area regarding home-based offices. You agree to comply with any local licensing requirements.
11. Understand that you are expected not to conduct child care, elder care, or similar duties during work hours.
12. You are expected to have appropriate homeowner’s or renter’s liability insurance for your home office, to furnish proof of such insurance on request, and to notify the Company of any change in said insurance.
13. You are a representative of this Company whether at a Company location or off-site and are expected to represent the Company appropriately.