



## Job Description: Fundraising Intern

**This is a paid internship for eligible undergraduate college interns.**

The Fundraising Outreach Intern is a key member of the Glendale Arts Development team whose primary goal is to increase partnership and awareness from local businesses, individual donors, and (residential) communities about the Alex Theatre's 96<sup>th</sup> birthday celebration on September 4, 2021.

The primary responsibility is to actively support the Development team in the fundraising and communication activities for Glendale Arts, the organization that operates the historic Alex Theatre, as well as play a key role in the researching, communicating, and stewarding of donors, sponsors, volunteers, and community partners as related to Alex96 (the Alex Theatre's 96<sup>th</sup> birthday celebration).

The intern will work closely with staff and intern from the Marketing and Events departments

This position reports directly to Glendale Arts' Managing Director.

### **Eligibility:**

To be eligible to participate, students must:

- Be currently enrolled in a community college, four-year college or university program. (Recent graduates may apply as long as they have completed their degree between May 1 - September 1, 2020.)

AND

- Either reside in Los Angeles County or attend school in Los Angeles County.

### **Timeline**

Although flexible, the preferred start date for the internship is August 2, 2021 with an end date of December 31, 2021. Intern must work a minimum of 15 hours per week and a total of 400 hours for the duration of the internship. Some remote work may be needed and is based on office availability due to new health and safety regulations per the county of Los Angeles.

Intern must be available to work the week of August 30th and attend the birthday celebration on Saturday, September 4th..

Internship is flexible around school schedule.

### **Essential Duties and Responsibilities:**

- Research, identify, and outreach to local businesses with sponsorship requests.
- Research opportunities and collaborate on communications strategies and initiatives to build relationships with sponsors.
- Create system to ensure companies receive marketing and branding benefits as per sponsorship agreements.
- Assist in the planning of the Alex Theatre's 96th Birthday Celebration from concept to event.
- Work the production of the event on September 4, 2021
- Wrap up after event with thank you letters and calls including reporting fundraising outcomes.
- Assist with marketing, social media and eNewsletters
- Participate in Glendale Arts' Board Meetings and Development Committee meetings.
- Collaborate with the Special Events and Marketing team in the production of Alex96.
- After the event, Intern will assist in the launching of a Cultural Task Force.

### **Skills, Knowledge, and Other Requirements:**

The Fundraising Intern should have excellent communication skills, both oral and written; good organizational and project management skills; approach each situation with positive and constructive energy, and demonstrate the ability to collaborate, cooperate, and work well with others. It will be extremely important that the intern can also work independently.

The Fundraising Intern will assist in managing multiple projects and efforts to support the organization's mission through effective communication, research, stewardship, volunteer coordination support, promotional materials, and special events. The intern will gain an understanding of the relationship between development, programming, outreach, and marketing. While the schedule can be flexible, the intern should plan on working between 25-30 a week from June through September.

Proficiency in MS Word, Excel, Google Drive, PowerPoint, and Dropbox are required, and knowledge of social media and web applications (Twitter, Facebook, Instagram, WordPress, etc.) as well as Photoshop are a plus. Marketing and communication skills will be beneficial as it relates to reaching out to businesses, organizations, volunteers, and other supporters.

The ideal candidate will also have a strong sense of professionalism and willingness to work with others, the ability to take initiative, and an interest in community arts and the importance of culture to our society.

### **Compensation and Details:**

This is a 400 hour paid internship. Student intern will be paid a total of \$5,700 (\$14.25/hour) for the internship. Intern will also be given college credit (if applicable).

The earliest start date is July 21st. The latest end date is March 30, 2021.

### **Learning Objectives:**

The Fundraising Intern will assist in both administrative and program activities. They will learn about the day-to-day operations of running an arts organization and the important role of fundraising, communication, and outreach.

### **Workplace Description:**

The work environment will be different than normal as we make adjustments to our office's operations as related to health and safety requirements per the County of Los Angeles. Some remote work may be needed to fulfill tasks although not more than 50% of the total time.

When in the office, the Fundraising Intern will have a desk as well as access to the necessary office supplies and equipment required for the position.

### **Miscellaneous:**

Candidates can be pursuing any area of undergraduate study and are not required to have demonstrated a previous commitment to the arts. All college students regardless of race, religion, sex, national origin, age, sexual orientation, or disability who meet the above criteria are eligible to participate in the Los Angeles County Arts Internship Program.

The **Los Angeles County Department of Arts & Culture** will verify the eligibility of each student invited to participate. Students will be asked to provide documents such as college transcripts, student ID and/or driver's license, if available, to verify undergraduate enrollment or recent graduation and LA County residence.

### **How to Apply:**

To apply, please e-mail cover letter and resume to Nina Crowe, Managing Director at [ncrowe@glendalearts.org](mailto:ncrowe@glendalearts.org). In the subject line, please include "Summer Internship."