



# WASHINGTON PERFORMING ARTS

We make it happen

## Development Department

Position: Intern

The Washington Performing Arts development department seeks an intern to provide overall support.

### Duties and Responsibilities May Include:

- Individual Giving
  - Assist with database management (data entry and updating donor information in Tessitura)
  - Create and edit text for electronic and print materials including donation renewals, acquisitions, newsletters, and special appeals
  - Correspond with individuals in regards to gift acknowledgement and benefit fulfillment.
  - 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 donor 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 performances and events, gift 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 9:00am to 5:30pm. 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 offered, subject to availability.