



SOCIETY FOR THE PERFORMING ARTS
Bringing the World's Best to Houston

SUMMER DEVELOPMENT & COMMUNICATIONS INTERN Job Description

Organization Name

Society for the Performing Arts

Location

Jesse H. Jones Hall for the Performing Arts
615 Louisiana Street, Ste. 100
Houston, TX 77002

Website

www.spahouston.org

Mission

The mission of Society for the Performing Arts (SPA) is to enrich the cultural life of Houston in an affordable way by presenting the world's best in multi-discipline performing arts and by providing the most comprehensive education and community engagement of its kind in the city.

Internship Overview

This internship will provide hands-on, practical experience in various aspects of both nonprofit fundraising and communications. Through a structured learning experience, the intern will gain a broader understanding of development, marketing and sales, public relations, arts administration, and nonprofit management. Skills gained in this internship will translate to a variety of endeavors. Interns can expect to interface with and gain experience in areas related to grant writing, corporate and individual giving, donor database management, editorial writing and editing, marketing contracts. Additionally, interns will participate in cohort activities designed to introduce a broad range of career opportunities within the non-profit arts field.

Departments

Development and Marketing/Public Relations

Reports to

Director of Development and General Manager

Dates, Hours & Expectations

This position is an unpaid, part-time internship. The intern is expected to work 15 – 30 hours per week scheduled between the hours of 9:00 AM – 5:00 PM, Monday through Friday. Working hours can be flexible, as needed. Intern should have a reliable form of transportation, as some local travel may be expected.

Compensation

This internship is unpaid. Complimentary parking will be provided and business-related expenses will be reimbursed.

Primary Responsibilities

The intern's responsibilities will include (but are not limited to) the following:

- Prepare gift solicitation and acknowledgement letters
- Conduct research on potential corporate, foundation, and individual donors
- Input data into donor database and related documents
- Assist with social media posting
- Archiving and organizing press clippings
- Design marketing mail-outs
- Prepare documents, calendars, and materials for the 2017-2018 season

Qualifications and Requirements

The ideal intern should have an interest in the arts, nonprofit management, or arts administration and be pursuing a major or minor in a related field. Additionally, the ideal intern has strong computer, writing, and communication skills and is self-motivated, enthusiastic, organized, and detail-oriented. Experience with Raiser's Edge or knowledge of relational databases or CRM systems is a plus.

How to Apply

Applicants should email a cover letter and resume to education@spahouston.org. Please write "Summer Development & Communications Internship Application" in the subject line. No phone calls, please.

Society for the Performing Arts is an Equal Opportunity Employer. Candidates for employment are considered without regard to race, color, sex, creed, national origin, sexual orientation, age, non-job-related disability, or marital status.