



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

FALL DEVELOPMENT 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 nonprofit development and fundraising. Through a structured learning experience, the intern will gain a broader understanding of development, 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, and special events.

Department

Development

Key Relationships

The development intern will report directly to the Director of Development and will work closely with all development staff. The intern can expect to interface with other key staff members across departments, including (but not limited to) production, marketing, public relations, and finance. The intern may also work with volunteers.

Dates, Hours & Expectations

This position is an unpaid, part-time internship. The intern is expected to work 20 – 30 hours per week scheduled between the hours of 9:00 AM – 5:00 PM, Monday through Friday, as well as some events taking place outside of these hours. 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:

- Preparing gift solicitation and acknowledgement letters
- Conducting research on potential corporate, foundation, and individual donors and prospects
- Updating a donor database and related documents
- Assisting with special event planning and execution
- Writing and designing communication materials
- Other duties as assigned

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 Microsoft Office required; knowledge of Adobe Creative Suite and Raiser's Edge (or of relational databases or CRM systems) is a plus.

How to Apply

Applicants should email a cover letter and resume to development@spahouston.org. Please write "Fall Development Intern" 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.