



DEVELOPMENT INTERNSHIP

A2SF is a multidisciplinary performing arts presenter whose mission is to present a world-class celebration of arts and entertainment that enriches the cultural, economic, and social viability of the region. A2SF champions performing arts, outdoor entertainment, and community spirit. In addition to a nearly four-week festival each June that attracts a diverse audience of over 80,000 people and offers over 200 concerts, art exhibitions, kids activities, spectacle, and film screenings, A2SF presents compelling experiences throughout the year.

The A2SF internship program offers meaningful, on-the-job experience for college students and recent graduates who are interested in pursuing careers in arts management and live event production. A2SF internships offer a wide range of hands-on experiences, professional development, networking opportunities, and research projects for aspiring arts professionals.

Commitment: 4-5 months, volunteer internship with honorarium provided; school credit possible

Reports To: Development Director

Start Date: March 18, 2022

Tentative End Date: July 13, 2022, based on business/personal needs

Festival Dates: June 10 - July 3, 2022

Pre-Season Hours: 10-15 hours per week, flexible schedule

In-Season Hours (5/23 - 7/6): 15-25 hours per week, set schedule

Postseason Hours (7/7-7/16): 10-15 hours per week, flexible schedule

A flexible schedule with the opportunity for some remote work will be possible pre-season (March - April) at the discretion of your supervisor. In-season (May - July) work must be performed in-person/on-site.

Summary Description:

The Development Intern will gain hands-on experience in nonprofit fundraising and management by assisting with donor stewardship, cultivation, and event planning.

Duties Include:

- Assist with the planning and execution of donor events during and before the season
- Draft donor communications in line with A2SF stewardship plan
- Coordinate sponsor benefits and manage print assets
- Research potential supporters including corporations, foundations, and individuals
- Help maintain a database with supporter and prospect information
- As needed, support events prior to opening at Top of the Park, including the *Live Here Now* community outreach event series and *debut*
- Document and promote A2SF activity through social media and grassroots marketing Street Team



TAKE IT ALL IN.

- Represent the A2SF while interacting with community organizations and the general public
- Complete a short post-season wrap report, summarizing activities and suggesting improvements
- Participate in career development activities
- Collaborating with Marketing & Design Intern on outreach efforts
- Attend and take notes at Development Committee meetings
- Participate in rotational on-site opportunities and staff shadowing
- Provide additional administrative support

Requirements:

- Interest in philanthropy, specifically an understanding of how individuals can sustain a nonprofit organization
- Strong interest in nonprofits and experience with the arts and entertainment field
- Excellent written and verbal communication skills in a deadline-based environment
- Strong interpersonal skills and willingness to work with a diverse community
- Strong organizational skills and attention to detail
- Comfortable assisting with crowd control and interacting with VIPs
- Ability to manage multiple projects with competing deadlines, under minimal supervision
- Proficient in a Mac OS environment
- Experience with Adobe InDesign preferred

Submission:

Please submit an online application, including your resume and cover letter, at

<http://a2sf.org/jobs-and-internships>

- Candidates are asked not to request submission status. If your qualifications match current openings, you will be contacted directly
- Position will remain open until filled