



SHAKESPEARE FESTIVAL/LA

DEVELOPMENT INTERN 2008 Job Description

The Development Intern will play a key role at Shakespeare Festival/LA during the Summer Festival by coordinating the Sponsorship program, hosting special donor events, researching and writing a grant proposal, and helping the Development department to run smoothly.

Duties and Responsibilities

- Assist in daily Development activities
- Copy and organize necessary materials for grant and grant supplement files
- Gather and organize proposal materials
- Use *Raiser's Edge* Database to track grants and special events (supervisor will provide software training)
- Communicate professionally with grantmakers and corporations by phone, mail, and email
- Coordinate ticket orders for Summer Festival sponsors
- Host special sponsorship events at performances
- Attend staff meetings as necessary
- Perform other duties as assigned

Projects

1. Research, write, and assemble a grant proposal with support from the Development Associate.
2. Help manage the 2008 Summer Festival Sponsorship program by contacting sponsors, coordinating their attendance at Summer Festival performances, and completing a Summer Festival Sponsorship Notebook.

Skills

- Ability to use common sense in problem-solving situations
- Ability to shift gears and work calmly in a high-pressure, fast-paced environment
- Flexible schedule, including weekend and evening hours
- Appetite for and ability in research
- Computer literate, with proficiency in spreadsheet and word processing software
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Some knowledge of theater

Eligibility

- Must be currently enrolled full-time undergraduate who resides in or attends college in Los Angeles County
- Must have completed at least one semester of college by June 2008
- May not plan to graduate before December 2008
- Candidates are sought from all areas of undergraduate study

Time Commitment & Dates

- 40 hours a week for 10 weeks.
- Monday June 2, 2008 to Friday August 8, 2008

Compensation

- Biweekly at a gross rate of \$350.00 a week for 10 weeks.

Application Process

- Please send a cover letter outlining your qualifications for the position along with a resume including education, work experience, and extracurricular activities by mail, fax, or email **by Friday, May 2nd.**

Contact:

Lisa Szlovits
Development Associate
Shakespeare Festival/LA
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Los Angeles, CA 90026
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This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. More than 125 undergraduate interns will participate in the program this year at 87 performing, presenting, and literary nonprofit arts organizations and municipal arts agencies throughout LA County. In addition to their full-time 10 week paid internship, interns will participate in four educational events as part of the program, which are funded by the Getty Foundation. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at www.lacountyarts.org.