Summer 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 by presenting the world’s best performing artists and enlightening and educating youth and others in the joys of the performing arts.

Internship Overview
This internship will provide hands-on, practical experience in various aspects of nonprofit development and fundraising with the goal of providing a broader understanding of fundraising, arts administration, and nonprofit management through a structured learning experience. Interns can expect to interface with and gain experience in areas related to donor solicitation and stewardship, database management, and special events planning. All summer interns will participate in cohort activities designed to provide insight into the inner workings of a presenting nonprofit organization while providing networking opportunities.

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 will also work with volunteers and other interns.

Dates, Hours & Expectations
This position is an 8-week unpaid, part-time internship beginning on June 1, 2020. 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:
- Developing projects tailored to the applicant’s skills and interests in conjunction with SPA staff
- Attending weekly intern cohort meetings focusing on non-profit career paths and specialties
- Conducting research on potential corporate, foundation, and individual donors and prospects
- Writing and designing communication materials (e.g., annual fund campaign materials and department social media posts)
- Updating SPA’s donor database and related documents (e.g., stewardship plans)
- Preparing gift solicitation and acknowledgement letters
- Assisting with special event planning and execution
- Other duties as assigned

**Qualifications and Requirements**
The ideal intern should have an interest in the arts, nonprofit management, and/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 Suite is required; knowledge of Adobe Creative Suite and Raiser’s Edge (or of other customer relationship management (CRM) systems) is a plus.

**How to Apply**
Applicants should email a cover letter and resume to education@spahouston.org. Please write “Summer Development Intern” in the subject line. No phone calls. Please state if you are applying to more than one internship in the application email.

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.