

ArtsGreensboro

Arts Administration Internship

Fall 2019/Spring 2020

[ArtsGreensboro](#) is seeking a part-time intern to work in its Development Office for the fall 2019 and spring 2020 semester. This unpaid internship is a 6 – 12 hour a week position with a flexible schedule.

Students will gain experience in working for a non-profit arts organization specifically with fundraising initiatives including special events, grant writing, corporate sponsorships, and donor relations.

Students must be detail-oriented, reliable, with excellent writing and communication skills.

Duties include (but are not limited to):

- Writing content for 2019/20 ArtsFund fundraising efforts, for example content editing and proofreading for direct mail, donor recognition and impact for monthly newsletter
- Assisting with focus groups and cultivation events
- Compiling information required for grant proposals
- Researching new funding opportunities and fundraising trends
- General office duties including data entry, scanning and filing, processing direct mail, and special projects as assigned

This internship is designed to fulfill academic objectives for a local undergraduate, as part of their degree requirements. We will assist student and faculty with any necessary reports or evaluations.

Work Environment: Student will work closely under the direction of the Director of Development, Catena Bergevin. Our office is located in downtown Greensboro at the [Cultural Center](#), beside [Lebaur Park and Center City Park](#).

To Apply: Interested candidates should send letter of interest and resume to Catena Bergevin, Director of Development at cbergevin@artsgreensboro.org. If accepted, students will be asked for a list of class objectives, along with contact information for the assigned faculty contact.

About Arts Greensboro: ArtsGreensboro is the largest source of funding, advocacy and services for the arts – with a high priority on building access and equity for an increasingly diverse and robust arts community. Follow @ArtsGreensboro on Facebook @artsGSO on Twitter, and Instagram.