Development Internship

The Development Intern will provide administrative support to the Development team by assisting in all aspects of FringeArts fundraising efforts. Working collaboratively across departments, they will gain a clear-eyed understanding of how an arts organization functions and fits within its community as they identify its needs and develop creative and strategic plans to address them.

**Responsibilities may include:** Collaborating on engagement strategies for audiences and supporters of FringeArts; processing and acknowledging contributions and event sponsorships; supporting staff in event preparation; assisting with individual, institutional, and corporate prospect research; gathering information and generating materials for grant proposals; researching best practices and creative strategies of peer institutions; investigating alternative avenues for financial support including social media campaigns; communicating with stakeholders and supporters through a variety of media; working with fellow interns on cross-departmental projects.

**Qualifications:** The ideal candidate will be personable, enthusiastic, and flexible; able to work independently and collaboratively; is a people person; computer savvy with database experience; excellent writing skills; a quick learner who easily adapts to changing priorities and can manage multiple tasks at a time. Preferred candidates will have a background in Communications, English, Theatre, Nonprofit Management and/or Arts Administration and have a demonstrable interest in the performing arts.

**Position:** 2 open, unpaid internships, available for college credit

**Dates:** June-August

**Hours:** 20 hours per week preferred, with some availability on evenings and weekends.

**To Apply:** Please email cover letter and resume to internship@fringearts.com. An optional writing sample will also be accepted. Include internship title in email subject line and in cover letter. Applications accepted on a rolling basis.

*Please note that we’re a dog friendly office*