

INTERNSHIP:	Donor Events Intern
DEPARTMENT:	Institutional Advancement
SUPERVISOR:	Crystal Diaz, Director of Special Events
INTERN SCHEDULE:	June 3 – August 9; 40 hours/wk; Wednesday is required in person Orientation: May 30, 2024
TYPE:	Hybrid, in-office & remote schedule determine b/w intern and supervisor
COMPENSATION:	\$6,912, see more information below.
APPLICATION DUE:	5:00pm PT, May 3, 2024

Internship Overview:

The Donor Events Intern will have the exciting opportunity to be fully integrated into the Institutional Advancement Department of Los Angeles's most prominent nonprofit theatre company. The intern will support the 2024-25 special events season planning. The project will include participating in team discussions, researching potential vendors who align with the company's mission and values, advising on overall strategy, and executing donor events held during the internship period. Events may include corporate partner events, major donor events, and opening night events. The skills gained as part of the Events team in the Institutional Advancement Department include event coordination, donor communications, vendor relations, budgeting, and strategic planning – all of which are transferrable skills for countless industries. In addition to this project, the intern will support the close-out and evaluation following the company's 2024 Spring Gala. This project will include learning best practices using Tessitura — a customer relationship management (CRM) database — data reconciliation and cultivating donor relations.

Primary Projects & Learning Objectives:

- Commit consistently to a 10-week Internship for 40 hours per week; meet regularly with supervisor.
- Support the 2024-25 special events season planning including participating in team discussions, research potential vendors, advising on overall strategy, and executing donor events.
- Through this internship, the Donor Events Intern will:
 - Understand the mechanics involved in planning and executing a special event in fundraising.
 - Develop a working knowledge of a CRM database (Tessitura).
 - Learn the life cycle of donors and institutional funders, from identification and cultivation to solicitation and stewardship.
 - Learn how to craft communications for donors, including acknowledgement letters, stewardship communications, grant proposals, LOI, corporate sponsorship decks, and funder reports.
 - Gain an understanding of advancement's role within a nonprofit arts organization and how to utilize hard and soft skills to work with colleagues across the organization and within the community.
- Conduct informational interviews across departments within Center Theatre Group to help understand how other departments work in this organization.

Requirements and Desired Qualities:

Must be a current undergraduate student or have graduated within a year from the application date. The Donor Events Intern must meet all of qualifications of the LA County Department of Arts' Arts Internship Program, and possess a genuine interest in event planning, arts administration and/or fundraising. Applicants must have:

- Experience working or planning an event for their school and/or an outside organization (volunteer experiences qualify).
- Experience working with Microsoft Office programs.
- Excellent organizational and communication skills.
- The ability to handle multiple projects with quickly shifting priorities.
- A commitment to anti-racism, equity, diversity, and inclusion.

Candidates with a passion for the arts, experience with CRM databases, knowledge of Airtable and basic graphic design skills are a plus. Some evening or weekend hours may be required to work events. Applicants must have reliable transportation (metro card can be provided). Parking will be provided.

Compensation:

This internship is offered through the Los Angeles County Arts & Culture 2023 Arts Internship Program. All students will be paid \$6,912 (\$17.28/hour) for their 400-hour long internships. Note that students are selected and paid directly by their host organizations, not by the Department of Arts and Culture. Note that Interns are not being hired by CTG; rather, they are participating in an educational program. Parking or a metro card will be provided for all Interns. This internship does not include medical benefits. Intern will have access to staff complimentary tickets to shows at the three theatres as they are available.

To Apply:

Applicants must submit the following as attachments in an email:

1. Standard CTG Internship Application, available via www.CenterTheatreGroup.org/Internships
2. PDF resume demonstrating relevant experience (**not** a performance resume)
3. PDF cover letter addressing why you are interested in this internship, what you hope to learn, and why you think you would be a strong candidate for this particular internship. Form letters will not be considered.

Submit complete applications to Internships@CTGLA.org and include your name and the name of the fellowship you are applying for in the subject line (*example: Jane Doe – CTG Social Media Internship Application*).

Applications are due by 5:00pm on May 3, 2024, although an Intern may be selected prior to that time.