

Stanford Live Academic Year Development Internship

Reports to: Development Program Manager Stanford Live

Location/Type: Main Campus - Hybrid

Duration: 2026-27 academic year, fall through spring quarters; 10 hours per week

About Stanford Live

Stanford Live presents a wide range of the finest performances from around the world, fostering a vibrant learning community and providing distinctive experiences through the performing arts. With its home at Bing Concert Hall and Frost Amphitheater, Stanford Live draws on the breadth and depth of Stanford University to connect performance to the significant issues, ideas, and discoveries of our time.

Stanford Live includes a wealth of collaborators and partners, including Stanford academic departments and individual faculty members, Stanford students, off-campus arts institutions, and community organizations. Crucially, Stanford Live supports the university's focus on placing the arts at the heart of a Stanford education.

About the Role:

Stanford Live is seeking a Development Intern to support our fundraising work. Under the guidance of the Development Program Manager, you will support Stanford Live's fundraising work, providing vital administrative and event support. This internship provides an excellent opportunity to gain hands-on experience with a broad range of fundraising operations.

This is a paid internship offering an hourly rate of \$18.70-\$20.70 per hour for up to 10 hours per week. We are seeing an intern for the academic year from October 2026 to May 2027 with flexibility on start and end dates. You will be required to work from the office at the Littlefield building 60%-70% of the time, with the remaining hours available for remote work. We are only accepting applicants who are current Stanford University students.

Key Responsibilities:

- Maintaining and leveraging a customer relationship management (CRM) database — adding and updating customer information, pulling lists, and generating reports.
- Generating renewal and thank you communications — updating and merging communication templates; printing and sending communications.
- Utilizing our communication and project management platforms, Asana and Dotdigital — Creating and sending emails, pulling and reviewing engagement results, and updating project tracking tasks.
- Assisting with the planning and execution of various donor events including tracking RSVPs, pulling and formatting attendee lists, and staffing event check-ins.

Qualifications:

- Excellent written and verbal communication skills.
- Strong time management skills with the ability to multitask effectively.

- Highly detail-oriented and reliable, with a proactive, self-starter attitude.
- Proficiency in Microsoft Word and Excel.
- A passion for the performing arts is a plus, though not essential.

How to Apply:

To apply, please send a cover letter and resume to Olga Korolev **at okorolev@stanford.edu** by **September 15**. Include “Development Intern” in the subject line of your email. **We are only accepting applicants who are current students at Stanford University.**