

A NOISE WITHIN - DEVELOPMENT INTERN

DESCRIPTION

The Development Intern at A Noise Within (ANW), a classic repertory theatre in Pasadena, CA, will assist with developing and executing a strategic fundraising plan for individual and institutional giving. Interns will also help to plan the annual gala and other special events during the 2022/23 season. Additional responsibilities include prospect research, donor file management, email correspondence, and mailing projects. This intern will work approximately 15-20 hours a week from September through February. Pay rate is \$16.04/hour.

QUALIFICATIONS

The ideal candidate has a passion for the performing arts and/or cultural institutions and a desire to learn about fundraising policies and procedures for nonprofit arts organization. Prior experience is a plus, but not necessary. The following are requirements of the position:

- Excellent written and oral communications skills
- Organized and detail-oriented
- Research skills
- Positive attitude (friendly, customer-service oriented)
- Comfort working in a team environment and individually
- Familiarity with Microsoft Office suite

BACKGROUND

A Noise Within is the only year-round classical repertory theatre in Southern California and one of only a handful in the nation. ANW presents enduring works that speak to the human condition; universal stories, retold by a representative cast, help people bridge the socio-political realities that divide us.

HOW TO APPLY

Please email cover letter and resume to Assistant Director of Development Zach Davidson, z davidson@anoisewithin.org

REQUIREMENTS:

2022 Arts Internship positions will be open to currently enrolled undergraduate (2 or 4-year) and community college students who reside or attend college in Los Angeles County. Recent graduates may apply as long as they have completed their degree between May 1 - December 1, 2022. The Department of Arts and Culture encourages eligible students from all ethnic and socioeconomic backgrounds, as well as disabled students, to apply. Eligible students may participate in the program once.

NOTE:

Students who have already earned a BA, BS, or a higher degree are not eligible for the Los Angeles County Arts Internship Program. Students who have previously participated in the program are not eligible to participate a second time. Students who are invited to participate in the program will be asked to provide verification of eligibility via college transcripts, driver's license, and other documents to show enrollment status and/or LA County residence.

-There are no exceptions to our eligibility requirements-