

DESCRIPTION

Do you love the arts? Do you want to be part of building a foundation for arts experiences in our community? If you answered “yes”, an internship with Kirkland Arts Center might be a good fit for you!

KAC is looking for a part-time intern to join the Development Team during the fall (early-September to mid-November). You will be focusing on our annual fundraising event, ARTbeat, happening in late-October. Events take many creative and organized minds to make it successful, and we’ll be looking to our intern to especially support the management of Silent/Live auction items and the online auction. You’ll also get the benefit of working closely with the Development Director and Development Coordinator, giving you a first-hand look into fundraising strategy, event management, marketing, and communication.

DATES & TIME COMMITMENT

- 12-16 hours/week
- September 4 – November 21 (start/end date flexible)

ESSENTIAL DUTIES & RESPONSIBILITIES

- Work with Development Coordinator to manage the procurement of items for annual auction fundraiser – this includes:
 - managing donations in our auction software and Google Sheets
 - communicating with previous and prospective donating businesses and individuals
- Assist with generating social media and web content for marketing the event
- Other event-related tasks as assigned

There is potential to extend into other areas of Development, based on your interests and department needs, including: grant research, grant writing/reporting, and database management.

DESIRED SKILLS & EXPERIENCE

- You are highly organized and attentive to detail.
- You communicate professionally (via email, phone, in-person) with a variety of constituents, including donors, businesses, staff, and event committee members.
- You are adept at time management; this project will have multiple elements that will need changing levels of attention throughout your internship.
- You are proficient with managing excel/Google sheets; ideally you have other experience with data or event management software or are ready to learn.
- You have a good sense of humor, are open to receiving feedback, and can work flexibly in a dynamic office.

COMPENSATION

Interns are welcomed to take one (1) free class during KAC’s Fall or Winter Quarter; preferred class availability is not guaranteed. Coffee, snacks, and laughs are available at all times.

HOW TO APPLY

Please send your resume and letter of interest to volunteering@kirklandartscenter.org.