

Mesa Arts Center

Call for Interns: Development Intern

Position reports to: MAC Development Department

Approximate number of hours: 5-20 per week

Days of Work Week: M – F (Flexible)

Start/End Hours: 9:00 a.m. – 5:00 p.m. (Flexible)

**Weekly schedule to be determined between intern and supervisor*

Stipend: Intern may be eligible for a \$500 stipend upon completion of 200 hours and a specific project.

Dates of service: Internships are generally arranged on a semester basis (fall, spring and summer), but are flexible based on needs of intern and department.

Deadlines to apply: Applications are reviewed as submitted and accepted at any time.

Location: Mesa Arts Center, One East Main Street, Mesa, AZ 85201

Position description: Mesa Arts Center, owned and operated by the City of Mesa is Arizona's largest arts center, home to four theaters, five art galleries, and 14 art studios. Mesa Arts Center's mission is to inspire people through engaging arts experiences that are diverse, accessible, and relevant.

MAC Internships: Include personal career mentoring from/by MAC staff; are eligible for university credit (course/credit must be arranged prior to internship with your university advisor); provide opportunities to interact with internal departments of Mesa Arts Center; and must register with the City of Mesa Volunteer Program, including background check and fingerprinting.

Skills:

- Clearly written and oral communication abilities
- Strong organization and project management skills
- Ability to prioritize timelines, deadlines, and project goals
- Resourceful self-starters
- Able to problem solve
- Interested in the arts, development, or non-profit sector
- Comfortable working with Microsoft Office products

Specific duties/responsibilities:

- Research projects, prospects, and initiatives
- Assist with writing, editing, and proofreading on various projects
- Create content for letters, blogs and social media
- Assist Development staff in event planning and coordination
- Assist in general donor stewardship
- Help maintaining, updating and expanding donor databases records
- Draft profiles of prospective donors for Development team
- Act as an ambassador at concerts and education programs and assist with cultivation activities.
- Other development and general administrative duties as needed

Questions: Contact Christina Haase, Membership Coordinator, 480-644-6615, christina.haase@mesaartscenter.com.

How to Apply:

If you are interested, please submit the following via email or mail.

- A one-page letter of inquiry, speaking to coursework, experience or interest related to post
- A resume or CV
- A list of at least three professional/academic references (letters of recommendation not required)

Email your materials to christina.haase@mesaartscenter.com. Please include “Development Internship” in the subject line of your email.

Internships at Mesa Arts Center are designed to help college students gain practical, professional experience and to augment their academic knowledge. Emphasis is placed on offering a variety of “hands-on” experiences for interns by providing a valuable perspective on the inner workings of a performing and visual arts center and a successful business environment – from daily operations to long-range planning – in a variety of areas.

The City of Mesa respects, values, and welcomes diversity in our workforce. To this end, we encourage all interested people to apply.