



Program: **Salazar Arts Internship Program**  
Position: **Development Intern**  
Status: 8-week paid internship; 20 hours per week  
Duration: Summer Program June 3, 2024 – July 31, 2024  
Reports to: Director of Development  
Location: Performing Arts Houston, Jones Hall, 615 Louisiana St, Houston, TX 77002  
Compensation: \$15.00/hr

Performing Arts Houston is an equal opportunity employer – we value diversity. All are encouraged to apply. Strong candidates will work in alignment with Performing Arts Houston's [Mission and Values](#).

The **Development Internship** will provide hands-on practical experience in various aspects of non-profit development. Through a structured learning experience, the intern can expect to conduct donor research, work in Performing Arts Houston's CRM database, draft written materials, participate in special fundraising events, and a variety of other projects. Skills gained in this internship will translate to a variety of endeavors. Additionally, interns will participate in cohort activities designed to introduce a broad range of career opportunities within the non-profit arts field.

The Development Intern will report directly to the Development Director and will work closely with all development staff. The intern can expect to interface with other key staff members across departments, including (but not limited to): Production, Marketing & Communications, and Finance. The intern will also work with volunteers and other interns.

This position is an eight (8) week, paid, part-time internship beginning on June 3, 2024 – July 31, 2024. The intern is expected to work 20 hours per week, scheduled Tuesday through Thursday, from 9:30AM – 4:00PM. Some evenings or weekends are required, depending on PAH presentation schedule and special events. The intern should have a reliable form of transportation, as some local travel is expected. Parking in the Theater District Parking lot will be provided by PAH.

Potential interns must pass a background check and provide proof of COVID vaccination and booster.

#### **Primary Responsibilities:**

**The intern's responsibilities will include (but are not limited to) the following:**

- Projects tailored to the applicant's skills and interests in conjunction with Performing Arts Houston staff
- Weekly intern cohort meetings focusing on non-profit career paths and specialties
- Conducting existing donor and prospect research
- Drafting and designing communication materials (e.g., membership appeal materials or social media posts)
- Archival work and digitization of historic records
- CRM database projects
- Assisting with special event planning and execution
- Other duties as assigned

**Essential Skills/Qualifications:**

The ideal candidate will be a currently enrolled undergraduate student who will be returning to college as a junior or senior in the fall of 2024.

The ideal intern should have an interest in the arts, non-profit management, and/or arts administration and be pursuing a major or minor in a related field. Additionally, the ideal intern has strong computer, writing, and communication skills and is self-motivated, enthusiastic, organized, and detail oriented. Experience with Microsoft Office Suite is required; knowledge of Adobe Creative Suite and Raiser's Edge (or of other CRM systems) is a plus.

If you think you can excel in this role, even though you do not meet 100% of the qualifications, we encourage you to still apply. Performing Arts Houston is committed to considering a broad range of applicants for this position.

**How to Apply:**

Interested candidates should send an email with the subject line "Salazar Arts Internship Program" to [education@performingartshouston.org](mailto:education@performingartshouston.org) with the following:

- A cover letter addressing your interest in the Salazar Arts Internship Program. The letter should also address the specific department internship positions for which you are applying.
- A resume
- A copy of unofficial transcripts
- One letter of support from an arts administrator or faculty member from your school
- Please apply by or before 6:00PM on April 26, 2024