



Program: **Salazar Arts Internship Program**
Position: **Development Intern**
Reports to: Director of Development
Location: Performing Arts Houston, Jones Hall, 615 Louisiana St, Houston, TX 77002
Compensation: \$17.00/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, plan 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.

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 Performing Arts Houston.

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
- Conducting existing donor and prospect research
- Drafting and designing communication materials (e.g., membership appeal materials, social media posts, project reports, and special events communications)
- 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 junior or senior enrolled in an accredited undergraduate degree program.

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/or any CRM system is a plus.