

Arsht Center Paid Internship Development (Fundraising)

Program Responsibilities

The Arsht Center Development department is seeking a motivated and talented fundraising Intern to join the team. This internship program is designed to provide valuable real-world experience to individuals who would like to learn more about fundraising in nonprofit organizations. As a Development Intern, you will work closely with the development team, and gain hands-on experience in planning, implementing, and evaluating fundraising projects.

The Arsht Center Development Intern will assist with:

- Collaborating with the development team in organizing and coordinating fundraising events, campaigns, and donor stewardship activities.
- Contributing to the creation of compelling content for fundraising materials, including brochures, newsletters, and social media posts.
- Conducting research to identify potential funding opportunities, grants, and partnerships relevant to our organization's goals.
- Help maintain accurate records and documentation related to development activities, including donor databases, grant files, and project reports.
- Participation in meetings and discussions with the development team, providing input and sharing ideas to improve fundraising strategies and initiatives.

Program Requirements

- College Junior or Senior status, pursuing a degree in nonprofit management, business administration, or a related discipline. (*Preferred, not required*)
- Must be at least 18 years old (prior to starting the internship)
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint).
- A keen attention to detail and accuracy for data entry and documentation.
- Ability to work independently as well as collaboratively in a team-oriented environment.
- Demonstrated passion for social causes, philanthropy, and nonprofit organizations.
- Occasional assistance with evening or weekend special events requiring additional staff.
- Minimum 15 hours up to 24 hours of availability weekly
- Strong interest in the arts

Job Type

Internship

Work Location

In person

Schedule

Dayshift, some nightshifts and weekends

Ability to commute/relocate

Miami, FL 33132

Reliable method of transportation or planning to relocate before starting work (Required)

Salary

\$15.00 per hour

This is a paid internship that can also be taken for school credit. Please check with your school for additional details.

Physical Demands

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 20 pounds of materials. The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County

Set in the heart of downtown Miami, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is committed to welcoming and connecting ALL people to the arts, to the Arsht Center, and to each other. Since opening in 2006, the Arsht Center, a 501C3 nonprofit organization, has been a catalyst for billions of dollars in new development in the downtown area, a leader in programming that mirrors South Florida's diversity, a host venue for historic events and Miami's hub for arts education.

Each year, we serve more than 50,000 young learners and offer more than 100 culturally diverse and inclusive education programs. Our 300+ annual events include our Knight Masterworks Classical Music series featuring magnificent orchestras and soloists from around the world; the very best musicals direct from New York for Broadway in Miami; Jazz Roots, the largest jazz series in South Florida; our award-winning, Miami-made Theater Up Close program; Flamenco Festival Miami; brilliant work from our many Arts Partners and local artists, and much more.

The Arsht Center is a home stage for three resident companies - Florida Grand Opera, Miami City Ballet, and New World Symphony - and a launchpad for local artists to make

their mark on the international stage. In addition, our Family Fest, Free Gospel Sundays, Communi-Tea LGBTQ+ celebration, and Heritage Fest are among dozens of free activities that bring together people from all corners of our community. For more information, visit arshtcenter.org.

The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.