



ArtsQuest Foundation & Advancement Intern

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ArtsQuest is looking for a passionate and dedicated intern to assist the Executive Director, ArtsQuest Foundation & Senior Vice President of Advancement along with the development and membership team in engaging with ArtsQuest donors and membership through a variety of tasks and projects. The intern will get hands-on experience in a nonprofit development department, aiding in the creation and distribution of membership and donor communications, planning fundraising and cultivation events, and fostering member and donor relationships.

Among other duties, the intern will assist in:

Linné Awards - Preparing for the 3rd Annual Linné Awards, a multi-discipline arts awards program focused on the greater Lehigh Valley's artists, innovators and arts leaders, by assisting in the preparations for the Linné Award Nomination Committee, contacting awards nominees to inform them they have been selected, and assisting with correspondence, emails and the creation of press releases.

Musikfest - Working with members of the development team to create, market, and manage ArtsQuest membership events including a private dinner for 100+ Circle members; creating calendars and schedules for members to participate in Musikfest events; meeting and escorting members during the festival; working in the member booths to distribute information about ArtsQuest member programs; and generally being available to assist however needed by membership during the event.

Requirements may include

- Event planning, working with volunteers and assisting at a number of events and performances:
- Interns will be present at the majority of membership events and Musikfest member events
- Conducting research and compiling data
- Performing other related tasks, such as information maintenance and input within relationship database to manage and track current and prospective member and donor information
- Writing for internal and external communications
- Board Member engagement and correspondence
- Students are required to work at least **15-25** hours per week or as needed to fulfill credit requirements
- Summer interns are required to be present for all ten days of Musikfest

Qualifications:

- Must be currently enrolled in a full time undergraduate or graduate degree program with the ability to earn internship credit
- Students must be comfortable interacting with people and organizations
- Strong written and verbal communication skills
- Attention to detail and proficient analytical skills
- An interest or passion for the arts
- Prior experience with event planning is a plus

If you are interested in applying to the internship outlined above, please visit our website at www.artsquest.org/internships and fill out the application form. If you have any questions please contact internships@artsquest.org.