

OPENING NIGHTS

at FLORIDA STATE UNIVERSITY

JOB DESCRIPTION

TITLE: Development Intern
REPORTS TO: Director of Development

Opening Nights at Florida State University engages the university, local, and global communities in creative experiences. The series annually presents over 75 performances, events, and education experiences for the university and community at-large.

The Development Intern will primarily assist the Director of Development with fundraising for Opening Nights. Additionally, the Development Intern will assist the Assistant Director with artist services at events. The position is designed for individuals interested in learning more about development for the performing arts.

Job Description:

The intern will perform a variety of administrative functions important to the series and will assist with one or more of the following projects at any given time:

- Tracking and updating membership
- Assisting with stewardship and fundraising events
- Prospect research
- Data management
- Assisting with social media
- Artist services before, during, and after events
- Front-of-house merchandise sales
- Ticket sales
- Office administrative tasks

Necessary Skills and Qualifications:

- Strong organizational skills
- Exceptional interpersonal communication skills
- Valid driver's license and ability to drive large vehicles
- Ability to lift up to 25 pounds
- Passion for the arts

Time Commitment:

Candidates must be willing to work a regular office schedule for 15 hours per week.

Start date: August 31, 2018

End date: May 2, 2019

Candidates must also be available to work flexible evenings and weekends for most performances, beginning by 4pm at the latest. See website for schedule.

Juniors, seniors, and graduate students only. Customer service experience preferred.

This is a paid internship.

TO APPLY

Please send cover letter and résumé to openingnights@fsu.edu with "Development Intern" in the subject line.