



## **VENICE ARTS DEVELOPMENT INTERNSHIP**

Venice Arts' mission is to ignite youths' imagination, mentor their creativity, and expand their sense of possibility through high quality, accessible media-based arts education programs. Venice Arts also serves as a catalyst for people of all ages, living in low-income or underrepresented communities, to create and share personal and community stories through photography, film, and multi-media.

### **Internship Description**

Venice Arts' College Internship Program offers a range of internships that train college students interested in working in the arts, both during the academic year and in the summer months. The Development Intern will develop their skills and knowledge in arts administration by assisting with marketing and development campaigns including print marketing, electronic marketing, and fundraising events.

Ideal for students interested in non-profit administration and development, communications, marketing, and PR, this internship trains students in duties related to campaign communication efforts, including mail house communications, print jobs, letters, database management, event planning, quote gathering, and research.

This is generally an unpaid, part-time internship (8–16 hours per week based on availability), training directly with the Development Director. Academic credit and a financial stipend may be available depending on your university.

### **Qualifications**

The ideal intern is well-organized, motivated, and comfortable working in a community-based setting. Experience with Filemaker Pro, Microsoft Word, and Microsoft Excel is desired, as is proficiency on Macintosh computers. Must have good written communication skills and attention to detail.

### **How to Apply**

If you are interested in applying to this program, please send your résumé with a cover letter indicating your interests via email to Tina Papadopoulos, Director of Development: [tina@venice-arts.org](mailto:tina@venice-arts.org). Please put the internship title in the subject line of your email.