**Development Internship | Winter 2020**

**About ArtOps**

ArtOps provides a customized suite of managerial services for non-profit arts organizations to help foster organizational development and capacity so that clients may reach their full potential. We offer expertise and staff services in the areas of strategic planning, board building, development and marketing to help our client organizations focus on their artistic and creative missions. DCWS (ArtOps) has become known as a champion of administrative collaboration and has been sharing this alternative business model with small and medium non-profit organizations since 1992. In 2010, DCWS was named *Crain’s* “Best Managed Non-Profit.”

Current ArtOps partners, clients and programs include:

* Detroit Chamber Winds & Strings
* Great Lakes Chamber Music Festival
* Eisenhower Dance Detroit
* Detroit Passport to the Arts (DP2A)
* Community HeART – Highland Park
* Highwire Lab
* Blume Haiti
* Cabaret 313
* The Carr Center
* Eisenhower Dance Detroit
* Garage Culture
* InsideOut Literary Arts Project
* Inside Southwest Detroit
* Madrigal Chorale
* Motor City Brass Band

This internship will include projects with many of the organizations listed above. Please visit each organization’s website to learn more about their missions and programs.

Details and job descriptions for the internship are listed below.

**Development Intern**

**Job Summary & Responsibilities:** Work closely with Vice President of Development, Director of Institutional Giving and Development Manager within development for ArtOps and its clients.

Development tasks include:

* Work on individual development projects as needed pertaining to benefactor, sponsor, host, and patron engagement and appreciation, data-basing, research and data analysis;
* Assist with mailings in-house, including working with Office Manager for the merges, printing, and volunteer management;
* Prepare attachments for major grant deadlines that affect all clients
* Assist with completing stewardship plan for DCWS, which includes interfacing with board members and donors, Development Committee Chair;
* Prep and attend DCWS special events for donors and otherwise;
* Assist in planning the Great Lakes Chamber Music Festival’s Opening Night Dinner in June;
* Contribute to solicitation of afterglow hosts for the Great Lakes Chamber Music Festival;
* Help work Vignette Fundraising Events for GLCMF, including packing and prep;
* Prepare and edit materials related to sponsorship packages for the Great Lakes Chamber Music Festival;
* Management of the Great Lakes Chamber Music Festival Opening Night Dinner wine pull solicitation and tracking;
* Work front of house for select concerts and events;
* Aid ArtOps staff as needed at special events; (set up, auctions, raffles, attendee check-in/out)
* General administrative tasks in the ArtOps office including: Answering phones, taking ticket orders from patrons, donors, and sponsors; and,
* Assist Team Development in other tasks as needed.

**Time commitment:** Varies upon event, up to a maximum of 20 hours/week, January 2020 – April 2020. Must be available for performances and events on weekends and evenings. Must be available to work most hours in-office (Southfield, MI) on week days during regular business hours of 9 a.m.-5 p.m. Occasional weekends will be assigned per intern’s schedule.

**Qualifications:** Organized, proactive, individual with a strong interest in the field of arts administration, fundraising/development and/or the performing arts. Must be a strong communicator and comfortable with speaking to various types of professionals. Applicants with strong writing skills preferred. Those enrolled in music business or arts administration degree programs and those with an interest in event management are encouraged to apply.

Candidates must have excellent communication skills, a professional, friendly demeanor and the ability to work well in fast-paced environments. Candidates should also have strong organizational skills and a keen attention to detail.

Reliable personal computer device is required. Reliable transportation and a valid driver’s license are required.

**Compensation:** $1,000 Stipend paid in two installments, midway through and upon successful completion of internship. Course credit is possible if student wishes to pursue and provides appropriate paperwork (credit not required).

**Application Process**

**To apply for an internship, please submit the following:**

* Cover letter
* Completed application form (found on website: detroitchamberwinds.org/about/job-opportunities)
* Current resume
* Writing sample
* One letter of recommendation from someone knowledgeable of your work ethic and experience

**Submit all materials via mail or e-mail to:**

ArtOps

Attn: Internships

24901 Northwestern Highway Suite 312

Southfield, MI 48075

Email: tooson@art-ops.org

**Questions?** Contact Chloe at: tooson@art-ops.org (No phone calls please!)

*All application materials accepted until position is filled.*