



CounterPulse Arts Workers Internship: Development Intern
Deadline to Apply: Thursday, September 20 at 11:59pm

CounterPulse's Mission:

CounterPulse is building a movement of risk-taking art that shatters assumptions and builds community. We provide space and resources for emerging artists and cultural innovators, serving as an incubator for the creation of socially relevant, community-based art and culture. CounterPulse acts as a catalyst for art and action; creating a forum for the open exchange of art and ideas, sparking transformation in our communities and our society. We work towards a world that celebrates diversity of race, class, cultural heritage, artistic expression, ability, gender identity & sexual orientation. We strive to create an environment that is physically and economically accessible to everyone.

About the CounterPulse Arts Workers Internship Program

The CounterPulse Internship Program is a paid learn-work internship for first generation college students, and/or participants in Tenderloin Neighborhood workforce development programs, interested in the intersection of art and social justice.

The 30-week internship runs for a single semester of the academic school year, from September 2018–December 2018 and interns work with CounterPulse for 5 hours each week during that time. Interns will collaborate and support staff members on projects at the heart the organization's work and forefront of the field. This is a paid internship, and academic credit is possible.

Professional development support included in the fellowship:

- A series of professional development lunch sessions from local arts leaders will walk interns through varied professional trajectories.
- To support the intern cohort in developing their professional network, interns will be invited to conferences, parties, and fundraising events.
- Each intern will be matched with a CounterPulse board member partner who they will have an incoming and outgoing lunch with.

About the Development Internship

Join CounterPulse as Development Intern and you will learn how to raise money in the arts. Working closely with the Executive & Development Associate and Director of Operations, you will help to imagine and implement the systems and strategies to grow the CounterPulse community, and fuel art-making in San Francisco. While funder prospecting will be your main focus you will gain hands-on experience in donor cultivation, fundraising campaigns and event production, and grant writing and prospecting. As an Intern with CounterPulse you will have backstage access to a full season of risk-taking dance, performance, film, discussion, and social events. The Development Internship is the perfect opportunity for anyone with a passion for the arts and the desire to create opportunities for people to make a difference in the world. The Development Intern reports directly to the Executive and Development associate, Yetunde Olagbaju.

Our Ideal Candidate:

You're enthusiastic about the arts and intellectually curious about how we fund the magic! You enjoy independent research and writing, and have a desire to become familiar with local Bay Area funding agencies ranging from Foundations, city entities, to corporate sponsorship. You're comfortable



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collaborating with people across difference, and have the ability to execute research projects with little supervision. Our staff and collaborators are a hard working, over-achieving bunch and you should be too.

Core Job Responsibilities:

- Support grant and corporate prospecting: research potential funding opportunities.
- Support donor cultivation and stewardship.
- Assist with fundraising campaign research, communications, and administration.
- Support the planning and execution of fundraising events.
- Assist with grant prospecting and preparation.
- Assist with maintenance of contact and donation database records and hard files.

Required Duties:

- Work with the entire staff to create a welcoming home for art and community as well as a communicative and respectful office space.
- Research prospective funders, generating a robust working list of prospects and grantee information.
- Attendance at development cohort meetings.
- Generating thank you letters to donors.
- Creation of grant check-lists.
- Support special event fundraising activities.

Opportunities (optional, as time permits):

- Attend CounterPulse Board of Directors and Committee meetings.
- Learn about curatorial strategies and philosophies, and attend artist selection meetings.
- Develop networks within multiple performance communities.
- Learn a wide array of management, curatorial, administrative, and technical theater skills.
- Involvement with other productions and projects taking place at CounterPulse.
- Post-fellowship mentorship with members of the CounterPulse staff (as appropriate).

Skills Required:

- Working knowledge of Google Apps, MS Word, and Excel. Working knowledge of Salesforce or CRM database systems and Mailchimp a plus.
- Familiarity with Bay Area Arts community.
- Polished written and verbal communication.
- Research and analysis.
- Ability to engage with a diverse public.
- Time management and the ability to work independently.
- Strong attention to detail.
- Promptness, reliability, and follow-through.

Time Commitment:

- September-December 2018
- 5 Hours a week, flexible and negotiable work time during office hours Monday, Wednesday-Friday, 10am-6pm



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Why intern at CounterPulse:

- Joining the CounterPulse team means joining a group of incredibly smart and dedicated folks who are driving a growing and changing organization.
- Our organizational culture is artist-focused and highly collaborative.
- Interning at CounterPulse will provide first-hand experience working at a collaborative and socially-rooted arts nonprofit.
- Excellent opportunities for network building through CounterPulse's various community partners and live events.
- Develop job skills training with the close mentorship of arts professionals.

Compensation:

- \$15/Hr
- Academic credit may be available.
- Free admission to events at CounterPulse.

How to Apply:

1. Write a cover letter addressing why you want to work at CounterPulse and about your relevant prior experience.
2. Attach your resume.
3. Email these items to natalie@counterpulse.org, subject line: "[Your Name] **CounterPulse Arts Workers Internship**" *Incomplete applications will not be accepted.*

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