

SUMMER OF THE ARTS
POSITION DESCRIPTION: NONPROFIT MANAGEMENT INTERN
HYBRID INTERNSHIP: REMOTE AND IN-OFFICE

Position Summary: The Nonprofit Management Intern will assist the Executive Director with sponsorship management and is responsible for: communicating with sponsors and using creative marketing methods to promote them; creating return on investment marketing reports, and documenting sponsor recognition at festivals. They will also assist the Volunteer & Community Relations Manager with processing donations. We want an individual that will creatively engage with our organization and promote Summer of the Arts and its festivals to community and potential donors while never losing sight of our mission to provide free, inclusive, all-ages programming to the local community. *This intern must have strong communication skills and maintain confidentiality regarding sponsors and operations-related information.*

Hours: This internship is 10 hours per week, with more hours during festival weekends. Internships run February through August. Must be available the weekends of June 4-6 and July 2-4. The internship will be a hybrid model, beginning as a remote internship in February-April, with an in-person commitment of 1 shift per week. This will, of course, depend on future COVID-19 activity.

Compensation: This is an unpaid internship; we highly encourage students to take the internship for academic credit. There will be a *Getting to Know Nonprofits* workshop series and networking opportunities offered throughout the internship.

Essential Duties and Responsibilities

Business and Sponsor Relations

- Assist with the management of sponsor agreements and deliverables
- Distribute Summer of the Arts promotional materials to sponsors
- Arrange for receipt and prompt return of sponsor banners used for recognition during festivals
- Arrange for receipt, or confirmation, of current sponsor logos and appropriate placement of them
- Coordinate VIP passes, thank-you cards, and sponsor gifts as appropriate
- Draft posts for sponsor-related social media

Development and Fundraising

- Assist with management of deliverables and marketing for fundraising events such as Eat for the Arts
- Process donations in DonorSnap and print thank-you letters
- Check obituaries and update donor database if needed
- Help write birthday cards to Oaknoll residents
- Assist with development of new fundraising opportunities

Knowledge, Skills and Qualifications:

- Motivated self-starter with good time management and organizational skills; strong on follow-through
- Excellent verbal and written communication skills; an effective listener and team player
- Strong degree of integrity and high ethical approach to all aspects of assigned responsibilities
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- Knowledge of standard software including Microsoft Office suite
- Experience in event or arts management, marketing, communications, or public relations preferred
- Demonstrated experience working with volunteers preferred
- Knowledge of standard software including Microsoft Office suite; Word Press and Constant Contact experience is beneficial

Outcomes

- Develop and/or strengthen industry-appropriate skills
- Problem-solve in the moment / think on your feet in the office and at festivals
- Professionally and respectfully communicate in person and in writing
- Understand nonprofit structures, organizing principles, and the impact we have on the Iowa City community

Position reports to: Lisa Barnes, Executive Director

Email cover letter, resume, and portfolio (if applicable) to:

Lisa Barnes: lisa@summeroftheARTS.org

Andrea Truitt: andrea@summeroftheARTS.org