



Development Internship

A part-time, unpaid Development Internship is open to assist with Pro Arts' annual Fall auction event, *Box Art Benefit Auction*.

The schedule is flexible--with a minimum two day per week commitment. Interns will receive detailed knowledge of the gallery's fundraising strategy for this event, improve their research skills and receive practical experience with the development area of a non-profit contemporary art venue. Interns will work directly with the Artist Steering Committee to assist with planning and facilitation of Pro Arts' annual Fall fundraiser. Duties will include but are not limited to maintaining and updating databases, compiling reports and various documents as needed, assisting with mailings, filing, correspondence, and assisting with in-kind donations. Other projects may involve coordination of member & donor only events and promotions.

Background: Pro Arts provides critical access to contemporary art in Oakland and the East Bay through its independent curated exhibitions, capacity-building artist services, open studios, juried programs, and diverse collaborative programs. In addition to being an invaluable resource for regional artists, Pro Arts offers youth and community programs to further engage art audiences that reflect innovative artistic expression, and the rich cross-section of cultures, ethnicity, age, and race in the Oakland/Bay Area. Last year Pro Arts exhibited 580 artists and produced 53 events drawing an annual audience of 65,000. Additionally, Pro Arts provides professional art services to partnering institutions, and curates custom art tours.

Pro Arts supports the arts within communities by serving the ongoing needs of artists.

Purpose: The Development Intern will contribute to fundraising strategies for Box Art Benefit Auction and supplement the administrative work involved in planning the event. This position reports to the Exhibitions & Programming Coordinator and the Gallery Manager.

Duration of Internship: TBD (September - December, 2009)

Responsibilities:

- Attend monthly Artist Steering Committee Meetings, Event Planning Meetings and Box Art Benefit Auction on November 7
- Research and organize materials related to fundraiser event
- Assist with the technical aspects of organizing the event, including Auction Exhibition installation and the production of didactic materials for the event.
- Maintain event databases through communication with the Artist Steering Committee, members of the Board of Directors and Pro Arts' staff.

Interns must possess:

- BA minimally, MA-candidate preferred; with a background in non-profit development, arts administration or related field
- an interest in contemporary art and non-profit art spaces
- strong computer skills, MS Office proficient--database management experience is a plus
- excellent communication skills
- an ability to work independently with attention to detail
- a professional demeanor

Applications can be received in hard copy or email. Hard copy to be delivered either in person or by mail to the address below or email: info@proartsgallery.org. Please mark "Development Intern" on the packet or subject line. Applications will not be accepted online.

Application Requirements: Cover letter; Resume, including relevant course work descriptions; References