

## Adrienne Arsht Center Paid Internship Development (Fundraising)

### Program Responsibilities

The Adrienne Arsht Center Development department is seeking a motivated and talented fundraising Intern to join the team. This internship program is designed to provide valuable real-world experience to individuals who would like to learn more about fundraising in nonprofit organizations. As a Development Intern, you will work closely with the development team, and gain hands-on experience in planning, implementing and evaluating fundraising projects.

The Development Intern will assist with:

- Collaborating with the development team in organizing and executing fundraising events, campaigns and donor stewardship activities.
- Contributing to the creation of compelling content for fundraising materials, including brochures, impact reports, grants, emails, newsletters and social media posts.
- Conducting research to identify potential donors, funding opportunities, grants and partnerships relevant to our organization's goals.
- Help maintain accurate records and documentation related to development activities, including donor databases, grant files and project reports.
- Participation in meetings and discussions with the development team, providing input and sharing ideas to improve fundraising strategies and initiatives.

### Program Requirements

- College Junior or Senior status, pursuing a degree in nonprofit management, business administration or a related discipline. (Preferred, not required)
- Must be at least 18 years old (prior to starting the internship).

- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint).
- A keen attention to detail and accuracy for data entry and documentation.
- Ability to work independently as well as collaboratively in a team-oriented environment.
- Demonstrated passion for social causes, philanthropy and nonprofit organizations.
- Occasional assistance with evening or weekend special events requiring additional staff.
- Minimum 20 hours up to 24 hours of availability weekly.
- Strong interest in the arts.

### **Job Type**

Internship

### **Work Location**

In person

### **Schedule**

Day shift, some nights and weekends

Must be available for the entirety of the 14-week program

Must be available to come in from 9-5 every Wednesday

### **Ability to commute/relocate**

Miami, FL 33132

Reliable method of transportation or planning to relocate before starting work (Required)

### **Salary**

\$16.00 per hour



Adrienne Arsht Center for the Performing Arts  
1300 Biscayne Boulevard, Miami FL, 33132  
786.468.2023 | [ArshtCenter.org](http://ArshtCenter.org)

*This is a paid internship that can also be taken for school credit. Please check with your school for additional details.*

### **Physical Demands**

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 20 pounds of materials. The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.



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## **About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County**

Since opening in 2006 in the heart of downtown, the Arsht proudly serves as the cultural pulse of Miami – the heart of magical live arts experiences that spark the imagination and connect people to one another. Whether on our stages or in your neighborhood, the Arsht is alive year-round with international artists, innovative programming from [resident companies](#) and local arts partners, free community events that reflect Miami’s unique identity and more than 100 culturally diverse and impactful learning experiences for 80,000 children every year.

The Arsht, a 501(c)(3) non-profit organization, has been recognized as a leader in the Miami’s cultural transformation, producing more than 400 annual events that generate 11,500 local jobs and \$125 million in economic impact. The Arsht is home to a robust series of touring Broadway musicals, star-studded jazz and classical music concerts curated for South Florida, an award-winning Miami-based theater program and numerous historic and televised events. Free annual Arsht events, such as Gospel Fest Miami, Art + Mind Day, Heritage Fest and our LGBTQ+ Pride celebration bring together people from all corners of our community. For more information, visit [ArshtCenter.org](https://www.ArshtCenter.org).

**The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.**