

Internship Opportunity: Development Intern

Learn grant writing and fundraising for the arts! Gain experience with an internationally renowned nonprofit gallery and contacts in the Bay Area and national art communities. Be a Development Intern at SF Camerawork.

Terms: Eight hour per week commitment (onsite at SF Camerawork, one day per week, Monday-Friday, 12:00-6:00 pm; plus two hours per week additional offsite work.) The Development Director supervises the Development Intern. This is an unpaid internship. We can, however, arrange for course credit.

Summer: June 1 - August 30, 2008. Apply by May 1, 2008.

Fall: September 1 - December 20, 2008. Apply by August 1, 2008.

Principle Responsibilities:

- Donor, grant, and marketing research
- Assist with grant and donor applications and reports
- Use the Foundation Center to research potential donors and attend workshops
- Research and secure in-kind donations
- Conduct outreach activities to support Camerawork's Facility Rental Program
- Provide special events support
- Provide general administrative support for Development department including database entry
- Advocate for Camerawork's educational and exhibition programs

Minimum Requirements:

- Interest in contemporary art and fundraising
- Excellent verbal and written skills
- Excellent organizational skills with particular attention to detail
- Capacity to manage multiple tasks and deadlines
- Ability to work independently
- Great interpersonal skills and comfort working with staff, donors, and the public
- Demonstrated experience working effectively in partnership with people of diverse cultural backgrounds
- Study and/or previous experience in arts administration a plus
- Open to Graduate students, upper-division undergraduate students, or those who have completed undergraduate degrees

To Apply, please send the following materials to: Development Intern Position, SF Camerawork, 657 Mission Street, 2nd Floor, San Francisco, CA 94105; info@sfcamerawork.org / www.sfcamerawork.org

1. *Resume*

2. *Cover letter:* Please indicate what you hope to gain from a Development Internship at SF Camerawork. Also indicate which days of the week you have available for the internship.

3. *Brief writing sample:* a professional letter, excerpt from an academic paper, or any other polished writing that demonstrates your best work.