

Development Intern

The Development Intern functions as assistant to the Administrative Coordinator of the Ford Theatre Foundation, supporting fundraising, volunteer and presenting programs of the John Anson Ford Theatres. The Development Intern will assist with donor relation activities such as handling picnic table reservations, fielding donor patron inquiries, and processing and tracking donations. The Development Intern will also help coordinate the activities of community volunteers serving as event ushers, greeters and ticket takers and who provide assistance in other areas of the theatre's operations. Other typical duties include assisting with theatre retail merchandising operations, grant research, and general office clerical work.

Skills/Requirements: Candidates should have strong time management and organizational skills; outstanding written and oral communication skills; excellent customer service skills. Also required is experience with MS Word, Excel and Outlook and the ability to learn new software programs. Must be able to work during performances on some weekend nights (the work schedule is arranged to keep the work week at 40 hours). Must be tremendously self-motivated, work well under pressure, and be flexible. Experience in merchandising and/or retail operations helpful but not required. Successful candidates will be extremely reliable and able to work both independently and as part of a team.

Eligibility:

- Students must be currently enrolled in a community college, four-year college or university program.
- Students must be undergraduates and not scheduled to graduate before December 2007.
- Students must either reside in Los Angeles County or attend school in Los Angeles County.

Dates of Internships: The intern will participate in the Los Angeles County Arts Internship Program beginning May-June 2007 and concluding in August-September 2007.

Payment: Interns will be provided a stipend of \$350 per week for a 40-hour workweek during the summer.

To Apply: Submit a cover letter, resume and a minimum of 2 references (with telephone numbers). The application packet should be sent, preferably via email, to:

John Anson Ford Theatres
Internship Program
c/o Ms. Ragen Carlile
rcarlile@lacountyarts.org

With "Internship Program, (candidate name)" in the subject line

Applications will be reviewed as received.

Application Deadline: April 15, 2007

Positions will remain open until filled.

For any questions: After reviewing the information on the web site, you may address inquiries by e-mail to: RCarlile@lacountyarts.org.