

Northwest Folklife Development Internship

Northwest Folklife Internship Program:

Interning at Northwest Folklife can be the experience you need to gain a career in event planning, festival production, the music industry, nonprofit management, marketing, fundraising and a whole host of other fields. Interns at Northwest Folklife take on a significant role in executing the largest free community arts festival in the nation, and learn how to increase visibility and strengthen the sustainability of a non-profit organization.

Before you apply:

- Housing and transportation are not provided. Prospective interns should carefully consider their financial needs as the internships are unpaid.
- Start and end dates, hours per week, and days of the week are all negotiable based on the intern's availability
- All applicants must be able to commit to working Memorial Day weekend, (May 28th-31st, 2010) NO EXCEPTIONS.
- Computer resources are limited; prospective interns with laptops are encouraged to apply.
- Academic credit for internships must be arranged by the intern with their sponsoring institution. Academic credit is up to the discretion of the intern's college or university.

The Development Internship:

The Development Intern will assist the Development team in its fundraising efforts and will have the opportunity to learn about nonprofit fundraising, marketing and event planning. The Northwest Folklife Festival operates solely on grant and private donations making the Development team a critical piece of the organization.

Identified Learning Outcomes:

- Learn database maintenance and reporting (Giftworks).
- Develop the skills to manage fundraising events and execute fundraising campaigns.
- Learn to manage, track, and apply for grants.
- Learn how to engage donors through e-newsletters and other social networking tools

Who Should Apply?

The Development Intern should possess the following:

- Proficiency with Microsoft Office and Excel.
- The ability to type 50 wpm.
- Writing and editing experience.
- A familiarity with social networking
- Experience with fundraising is preferred but not required.

Additionally, anyone with a love of music, arts, and cultural is encouraged to apply.

Internship Title: Development Intern

Supervisor: Development Associate and Development Manager

Start Date: November 2009

End Date: June 2010

Hours per week: 15-20

To Apply:

Please send your resume and a cover letter via email to Holly Decker, Community Engagement & Volunteer Coordinator at holly@nwfolklife.org with your desired internship in the subject line. Although we prefer electronic methods, you may also submit your resume to:

Northwest Folklife
Attn: Holly Decker
305 Harrison St.
Seattle, WA. 98109