Title: Development Intern
Reports to: Catherine Brack, Director of Development
Location: Charleston, South Carolina
Hours: 5-10 hours per week, Monday through Friday. Occasional weekends and evenings may be required. Regularly scheduled intern hours will be up to the discretion of the intern supervisor.

Organisation Background:

The Charleston Gaillard Center is an 1,800-seat performance hall located in Charleston, South Carolina. The newly constructed facility also contains 16,000 square feet of exhibit and meeting space, along with office and public spaces. The Charleston Gaillard Management Corporation is a non-profit 501c3 organization responsible for managing the facility.

The Gaillard Center's mission is to provide the Lowcountry with a world-class performance hall, elegant venue space, and vibrant educational opportunities inspiring our dynamic community through the power of the performing arts. We seek to enrich the diverse community of Charleston with artistic and cultural experiences that are accessible and unique, and to serve as an education resource for generations to come. For more information about the Charleston Gaillard Center, please visit http://www.gaillardcenter.org.

Position Summary:

The Development Intern will assist the Development Department with work related to fundraising campaigns, membership, sponsorship, administrative support, special events, and other development duties as needed. This internship requires collaboration with internal department of our organization, including, marketing, ticketing and operations. A successful applicant will have a passion for the performing arts and a keen eye for detail. Assignments and tasks vary based on the scope of upcoming events and current needs of department.
Responsibilities:

- Track grant and sponsorship deadlines
- Organize and maintain sponsorship, grant and donor files, both hard copy and digital
- Special event assistance
- Assistance with mail merges and donor appeal
- Administrative duties as assigned
- Curating quarterly newsletter content as it relates to donors
- Initiate acknowledgement letters, emails and phone calls to donors

Objectives of Internship:

- Learn fundraising basics and techniques
- Learn fundraising lexicon and systems
- Integrate with a professional arts management organization
- Understand donor cultivation

Position Requirements:

- Excellent oral and written skills
- Basic understanding of performing arts
- Fundraising knowledge or willingness to learn
- Exemplary organizational skills
- Attention to detail and time management
- Customer friendly attitude
- “Can do” attitude

Compensation:

Paid stipend of $500 upon successful completion of internship.

To Apply:

Please send resume and cover letter to Catherine Brack cbrack@gaillardcenter.org

Applications will be reviewed on a rolling basis and applicants will be notified if selected for interview. Please no phone calls.