



ARTS COUNCIL™
OKLAHOMA CITY

Development Internship

Arts Council Oklahoma City is currently recruiting interns to assist in the implementation of projects and programs for the fall 2018 semester. This is a non-paid program. Academic approval for course credit is negotiable.

Development Internship

The Development Intern will work directly with Development staff in fundraising efforts for Arts Council OKC. Duties include grant research and writing initial drafts, preparation of direct mail solicitations, filing and organization of development files, and distributing sponsor benefits, with opportunities to assist in prospect research and event planning.

Expectations and Requirements:

Candidates should have the following skills and abilities:

- Organized
- Self-motivated
- Ability to multi-task and have multiple projects going at once
- Experience in dealing with the public
- Good communication skills (written and oral)
- Good interpersonal skills

Business hours at Arts Council OKC are Monday-Friday, 9 am to 5 pm. The hours required for the internship are 8-10 hours per week, but hours are flexible depending on the intern's school schedule.

To learn more about Arts Council Oklahoma City, please visit our website: www.artscouncilokc.com or follow us on social media.

To apply, please submit a cover letter, writing sample (2-3 pages), and resume to lvaughan@artscouncilokc.com