



DEVELOPMENT INTERN

Background: Velocity is Seattle's premier art center dedicated to contemporary dance and performance. Its mission is to advance contemporary dance and movement-based art by fostering the creative explorations of artists and audiences through an invested commitment to education, creation, performance, inquiry, community participation and inter/national exchange.

Reports to: Managing Director

Position description: The Development Intern works directly with the Managing Director to help ensure smooth day-to-day organizational fundraising operations.

Hours: 10-15 hours per week. Flexible schedule, but must meet established guidelines.

Compensation: Position is unpaid, but Intern will be entitled to unlimited classes at the rate of \$5/class and discounted rehearsal space at Velocity.

- Academic Credit: Contact your university for this information. Velocity will fill out any necessary forms for the completion of credit
- Great resume builder
- Inside look at and active involvement in running an arts non-profit organization

Responsibilities include but are not limited to:

- Ensuring donors are acknowledged in timely manner
- Donor/funder data maintained in database (PatronManager/SalesForce)
- Assist in maintaining grants schedule and preparing submissions
- Assist with event procurement and tracking event timelines

Qualifications

- Ability to multitask
- Strong organizational, writing, verbal and interpersonal skills
- Attention to detail
- Comfortable working independently
- Proficiency in Microsoft Word and Excel
- Ability to maintain donor/funder discretion
- Knowledge of the dance community is a plus

How to apply: Please send a resume and cover letter to operations@velocitydancecenter.org
Position open until filled.