

VELOCITY GRANTS INTERNSHIP OPPORTUNITY

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 adventurous audiences through an invested commitment to education, creation, performance, inquiry, community participation and inter/national exchange.

Position description: Grants Intern helps ensure timely, organized grant-related operations.

Term of Position: This appointment starts June 24, 2015 and lasts for 6 months. It can be renewed based on mutual agreement. The intern will submit hourly reports on a weekly basis. The Intern may resign with 15 days notice.

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

Compensation: Position is unpaid, but is 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 a non-profit arts organization.

Responsibilities include, but are not limited to:

- Assist in maintaining grants schedule and preparing submissions.
- Assist in setting up and maintaining grant-tracking document.
- Assist in gathering and maintaining organizational and audience data.
- Assist in maintaining grants funder information in database (PatronManager).
- Assist in misc. administrative tasks during heavy fundraising deadlines, i.e. End-of Year (EOY) mailing, benefit event details, cultivation/stewardship events, etc.
- Assist with representing Velocity to students, patrons, and donors as needed.
- Support organizational culture to include a 'Culture of Philanthropy'.

Qualifications

- Ability to multitask
- Fine attention to detail
- Strong organizational, writing, verbal and interpersonal skills
- Ability to balance working independently while collaborating with a team.
- Proficiency with Apple computers and OS systems, Microsoft Word and Excel
- Understanding of PatronManager a plus.
- Strong passion for dance, dance performance, and the Seattle dance community.
- Ability to maintain donor/funder discretion.
- Interest in gaining experience in grant-making and fundraising activities.
- Dependability.

How to apply: Please submit via email to development@velocitydancecenter.org

- 1) Cover Letter in the body of the email addressing:
 - a. Your interest in the Velocity Grants Internship.
 - b. Your goals and expectations for the Internship.
 - c. Your skills that you believe would be an asset to Velocity.
- 2) One-page resume as a PDF.
- 3) Include any support materials you believe are relevant to your application