



## Development & Marketing Intern

### Overview:

The Development Intern will work directly with a Steering Committee consisting of artists and staff to assist with planning and facilitation of Pro Arts' annual events. Duties will include but are not limited to maintaining and updating databases with event attendees and prospects, compiling tracking reports and other various documents as needed, assisting with mailings of invitations, thank you letters, etc., filing, correspondence, and assisting with in-kind donations. Other projects may involve coordination of member & donor only events, promotions, and communicating with staff, steering committee, member artists, donors and event sponsors.

### Background:

Pro Arts is an artist based organization seeking to reflect, challenge and nurture the culturally rich and diverse communities of the East Bay and beyond with a dialog expressed through the visual arts. Pro Arts encourages and exhibits artist's work, and provides a venue for furthering communication in the arts.

The annual exhibition programming consists of East Bay Open Studios, two juried exhibitions (New Visions and Juried Annual), curated exhibitions including the ongoing series PROJECT, and other collaborations. Visit [www.proartsgallery.org](http://www.proartsgallery.org) for more information.

**Duration of Internship:** \_\_\_\_\_

### Qualifications:

#### Masters (preferred)

Preferred background in business development, arts administration or related field.

Excellent communication skills and ability to complete short projects independently with attention to detail.

MS Office proficient, database management experience is a plus.

Schedule to be determined; Minimum 12 hours per week; Minimum duration 3 months. Interns will not be accepted for shorter periods. Intern must also be able to attend scheduled meetings and related events.

### Application Requirements

**Applications must be received in hardcopy, delivered either in person or by mail. Applications will not be accepted online. APPLICATIONS BY EMAIL WILL NOT BE CONSIDERED.**

- Cover letter;
- Resume, including relevant course work descriptions;
- Reference contact information (one personal/professional and one academic);
- One-page, single-sided typed essay that explains why you are interested in the internship. Please also include your expectations of this internship.

Please either send or deliver a complete application packet marked "Development Intern" to:

Gallery Manager  
Pro Arts, Inc. 550 Second Street Oakland, CA 94607