

SEASONAL INTERNSHIPS

Development Intern

Dallas Contemporary seeks a career-minded student intern to provide support to the development team this summer. This is an exciting opportunity to learn about fundraising and other areas of museum administration in a fast-paced contemporary art environment. The development intern will cultivate writing and research skills, have the opportunity to interact with the institution's senior and junior personnel, and observe the work of the institution from an insider perspective.

QUALIFICATIONS:

- Familiarity with Microsoft Word and Excel is required.
- Candidates should have an interest in fundraising or nonprofit management.
- Prior experience with fundraising at any level is desirable.
- Prior internship experience or volunteer experience is desirable.
- Interest in contemporary art is preferred.

DUTIES:

- Assist with grant writing and research, mailings, memberships, and administrative support.
- Position may also include greeting visitors or patrons at events, other special events assistance, and support for departments such as education and curatorial.
- Attendance at weekly staff meetings and outside art events is encouraged.

Hours: Approximately 10 hours per week

Compensation: Unpaid

Position dates: June- August 2018 (flexible)

Please send a cover letter and resume to rosa.langley@dallascontemporary.org