

## Silkroad Internship Description

**Title:** Development Intern

**Status:** Part-Time (10 hours per week)

**Compensation:** \$17.50 per hour

**Reports to:** Development Director

**Purpose:** The Silkroad Internship Program is a five-month professional development experience designed to prepare emerging arts professionals of color with fluency in non-profit arts administration and leadership. The Silkroad Development Intern will work closely with the Development Director, providing support across the organization's fundraising, financial, and development efforts. Interns will also engage in regular seminars led by Silkroad staff, offering multidisciplinary skills and tools that span across the arts administration field. The internship program is designed to create a holistic and expansive view of the many facets of Silkroad and non-profit administration while remaining flexible and responsive to the needs, interests, and aspirations of the interns. With a commitment to systemic allyship and the diversification of the non-profit arts sector, we welcome Black, Indigenous, and other persons of color to apply.

This position will be primarily remote with possible opportunities for in-person engagements. The program runs from August 1 to December 20, 2024.

### Activities:

<b>Development &amp; Finance</b>	<ul style="list-style-type: none"><li>● Support the fundraising, financial, and development efforts of Silkroad with a focus on centering equity and justice through art and music.</li><li>● Research grant/sponsorship opportunities using online directories, conduct critical outreach to foundation and corporate officers, write applications for funding.</li><li>● Compile information and bios for gift prospects with timely entry into Salesforce.</li><li>● Design event and networking materials, including pitch decks, programs, name tags, place cards, and other relevant documentation.</li><li>● Monitor, update, and support Silkroad's monthly donor membership campaign.</li><li>● Maintain financial, donor, and partnership tracking/data entry.</li><li>● Collaborate on outreach to potential donors, corporate sponsors, and strategic partnerships.</li><li>● Review, track, and archive financial documents.</li></ul>
<b>Team Collaboration &amp; Office Support</b>	<ul style="list-style-type: none"><li>● Attend weekly Silkroad team meetings and other strategic planning sessions as needed.</li><li>● Participate in regular seminars led by Silkroad staff, covering topics like Fundraising &amp; Development, PR/Marketing, Graphic Design, Career Readiness, and more.</li></ul>

**KEY REQUIREMENTS:**

- 18 years of age or older
- Must be based in and authorized to work in the United States
- Love of the performing arts, specifically music
- Demonstrated commitment to social justice and human rights

**KEY ATTRIBUTES:**

- A cultural leader — Having empathy, cultural sensitivity and awareness, multi-literacy, creative practice, financial acuity, and innovation quotient
- Socially and emotionally aware — Able to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize resources and supports for yourself and others
- Positive and can-do attitude — Confident and willing to deal with problems and/or new tasks
- Strong interpersonal skills — Collaborative, friendly and humorous, contributes their strengths to projects
- Organized and resourceful — Problem solves independently, not easily overwhelmed with multiple tasks
- Able to prioritize and multitask — Responds to a full docket with efficiency and expediency
- Responsive to feedback — Seeks feedback and applies immediately, takes suggestions with good intent
- Communicative — Able to communicate openly and freely with supervisors and colleagues, in-person and remotely
- Independent — Able to solve problems alone and manage own projects and workload
- Writing and editing — Must have proficient English writing and editing skills, including grammatical precision
- Excellent computer skills — Must be computer literate with typing speed of at least 50 words per minute; advanced Microsoft Office skills are preferred; advanced Google Drive and Slack skills are essential
- Knowledgeable and passionate — About the arts and their potential for performance, learning, and social impact
- Flexible and understanding — Particularly as it relates to ongoing organizational shifts in response to the COVID-19 pandemic, racial justice, and more

**APPLICATION:**

- Applicants will be asked to provide a resume and cover letter, as well as short written responses to application questions.
- Questions? Contact Adam Gurczak at [adam@silkroad.org](mailto:adam@silkroad.org)