

South Arts

INTERN POSITION ANNOUNCEMENT

Position Title: Advancement Intern

Pay: \$14/hour

Time Commitment: Fall Semester: 16-20 hours per week

Projected Start: August 2023

Projected Duration: Fall Semester

Reports to: Ivan Schustak, Director, Communications; Dalyla McGee, Development Officer

About South Arts: Headquartered in Atlanta, Georgia, South Arts is a nonprofit regional arts organization empowering artists, organizations, and communities, and increasing access to arts and culture.

In partnership with the National Endowment for the Arts and the State Arts Agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee — with additional funding from other public and private donors such as the Doris Duke Charitable Foundation, the Ford Foundation, and The Andrew W. Mellon Foundation — South Arts supports artists and organizations through a rich and responsive portfolio of grants, fellowships, and programs.

Skills Required: Strong written and verbal skills (a writing sample may be requested); knowledge or interest in learning about marketing, communications and/or fundraising; proficiency in Microsoft programs; strong organizational aptitude; strong attention to detail.

Position Summary: The top priority for this internship is to assist with the creation of South Arts' annual report, which is the main way that we communicate the accomplishments of the year. This will be a project that the intern can make substantial contributions to, under supervision, and we would like additional assistance with an archival project and fundraising, providing there is time and bandwidth in the fall semester.

Specific Functions:

- Annual Report preparation
 - Research annual reports of similar organizations and recommend additions, improvements, etc. to South Arts to build on the success of last year's [report](#)
 - Set up structure for how we're going to get stories and other information from the rest of the staff
 - Create and manage checklist of all the things that we need to complete the Annual Report, using last year's as a starting point (financials, stories, articles, etc.)
 - Coordinate interviews and questions for staff and possibly board and/or constituent videos
- Archival project
 - Import, tag, and catalogue photos and videos from multiple sources (SharePoint, Google Photos, email archives) into our new archival service (Artwork Archive)
 - Identify and help develop any stories/highlights from the archival content that can be used for upcoming marketing/communications/fundraising campaigns
 - Follow and iterate best practices for archiving process
- Fundraising Support
 - Support funding research for programs, sponsorships, and potential stakeholders
 - Database – updating, cleaning up development contact information and records in Salesforce
- Participate in Advancement Team meetings (monthly)

TO BE CONSIDERED FOR THIS POSITION:

Please send, **via electronic mail**, your resume, with a brief (3-5 sentences) introduction to:

hrrecruiting@southarts.org