



Development Internships (8-10 hours per week)

Join the Oakland Symphony Development Team for a truly hands-on internship. The Development program is responsible for \$1.3 million of Oakland Symphony's \$2.1 million annual budget. The Development intern will receive hands-on experience in the fast-paced fundraising world. From day one, she or he will have crucial responsibilities such as member correspondence, creative projects, and guaranteeing the integrity of the Symphony's growing donor database. The intern will also be able to learn more about other parts of the organization through volunteer opportunities and group activities. Please note: our intern will not be responsible for soliciting money from donors.

Responsibilities: As the intern grows into their position and shows the ability to succeed, we will add additional projects that will help the program reach new levels. The Development intern will have the opportunity to showcase their skills and build a true professional presence through:

Event Planning & Management: Support Oakland Symphony's two major annual fundraising events, the Gala and Night Out; post-concert receptions after all Classical Series concerts; opening night, and other events as needed. Support event committees and work with the Special Event Coordinator on the solicitation, receipt, and marketing of silent auction items.

Annual & Major Gifts: Manage research and help plan cultivation and solicitation techniques for individuals, corporations, and foundations (grants).

Donor Relations: Support the Symphony's donor relations program, including sponsor and donor benefits, comp tickets, employee enrichment programs, and special receptions.

Outcomes:

- An in-depth understanding of nonprofit fundraising and how fundraising finances the programmatic and educational work of an arts organization

- Gain transferable database input, communications skills, and office and customer service skills applicable to future employment opportunities
- Observation of how a nonprofit organization uses varied income streams to meet a \$2+ million dollar organizational budget
- Experience handling responsibilities in a high-energy environment
- The opportunity to learn the work of Oakland Symphony across all of our departments

Qualifications:

- Ability to meet deadlines and thrive in a fast-paced environment
- Comfortable providing service through email and phone correspondence
- Strong attention to detail and ability to independently problem-solve
- Ability to type quickly and accurately with proven skill to proofread own work
- Moderate proficiency in Microsoft Word, Excel, and Google Docs with the ability to become adept at the use of these and other computer programs and databases
- Willingness to learn the details of nonprofit fundraising
- Professional, responsible & team-oriented manner
- Demonstrated interest in arts & culture
- Prior database (especially Salesforce) and customer service experience a plus

Reporting Structure: Reports to Development Director.

Other:

- Due to California labor laws, our internship program requires that all interns receive school credit for their time here. Oakland Symphony will only consider current students' applications for an unpaid internships. If you wish to volunteer with Oakland Symphony, please email lluke@oaklandsymphony.org.
- Student interns' advisors will need to send appropriate paperwork and inform Oakland Symphony of all requirements. Oakland Symphony will complete required evaluations and check in throughout the course of the internship.
- This is an unpaid internship.
- School credit is available upon request.
- Internships are based out of our offices in downtown Oakland, CA
- Email resume and cover letter to Lyz Luke at lluke@oaklandsymphony.org.
- Deadlines for application materials:
 - Fall Internship: August 15, 2016
 - Spring Internship: December 15, 2016
- Please refer questions to our website; for any other questions, email lluke@oaklandsymphony.org.

Mission

The Oakland Symphony, Youth Orchestra and Chorus bring together orchestral music, choral music and youth education to strengthen the Oakland/East Bay community by providing quality live performances, education for lifetime enrichment and the perpetuation of the performing arts.

Vision

The Oakland Symphony aims to make classical music accessible, particularly to those individuals in the community who might otherwise never hear live symphonic music. In the pursuit of our mission, we have established the following goals:

1. To present live professional symphonic and collaborative artistic performances to diverse audiences in Oakland and East Bay communities;
2. To serve as a community resource, offering education, performances and outreach to schools and the community, introducing new audiences of children and adults to symphonic music;
3. To help ensure the future of symphonic music through the commission and performance of works by contemporary American composers;
4. To provide leadership in the artistic community by fostering unity, collaboration and co-creation among Oakland and East Bay arts organizations.