



# EUGENE SYMPHONY

## Fundraising Intern

The Eugene Symphony internship program offers excellent professional/educational experience and training in the area of fundraising. All interns are individually supervised by department staff and will have regular interaction with the development director and donor relations manager. All interns have the option to be involved in day-to-day operations and attend departmental meetings and weekly staff meetings.

Responsibilities include but are not limited to:

- Grant research
  - Identify new prospects
  - Maintain grant calendar
  - Assist with grant application preparation
- Corporate sponsor research and evaluation of sponsor benefits
- Assist with event planning and event logistics
- Support initial planning and research for annual Gala
- Donor research and evaluation of donor benefits
- Draft direct mail letters
- Research planned giving programs and legacy societies
- Provide administrative support to annual planning of contributed revenue strategies
- Clerical and administrative activities such as general correspondence, database management

Interns must demonstrate strong computer skills (proficiency in MS Word and Excel a must), strong written, oral and organizational skills. Interns must maintain a professional attitude and be able to interact with an array of personalities.

Now celebrating its 52<sup>nd</sup>, the Eugene Symphony is recognized as the cornerstone of the performing arts in the southern Willamette Valley. What began as a small community orchestra has developed into a fully professional symphony of 83 musicians serving audiences in a four-county area. Today the Eugene Symphony reaches more than 87,000 people annually; an additional 17,000 children, adults and seniors participate in education and community events.

**Deadline for intern applications:** internship applications are accepted on a rolling basis.

**Candidates:** Upper class (Jr. or Sr.) undergraduate students, graduate students (preferred) or recent graduates.

**Compensation:** This is an UNPAID internship, however, interns will receive one ticket to each Symphony concert that occurs during their internship, free of charge, subject to availability. Interns may qualify for college credit.

**Time:** All internships require a minimum of 8 hours per week, during regular business hours (9 a.m. to 5 p.m.). Flexible schedules.

We seek bright, determined, capable leaders who understand and value the service of administration and fundraising to ensure orchestral performance. Graduate students in Arts Admin, PPPM preferred, upperclassman also encouraged. Music students with strong attention to detail and interest in event planning, donor cultivation, and volunteer coordination.

The summer position takes on database projects, grant research, helps with annual planning for events, cultivation, letters, and more. They are also asked to sit in on and begin research and planning for our annual gala. They also help plan and participate in several of our key summer donor cultivation events.

**Interested applicants should send a resume and cover letter to:**

Sara Mason  
Development Director  
Eugene Symphony  
115 West 8<sup>th</sup> Ave, Suite 115  
Eugene, OR 97401

Or email applications to: [sara.mason@eugenesympphony.org](mailto:sara.mason@eugenesympphony.org)