Development Internship

Department: Development

Reports To: Director of Development

Description: The Alabama Symphony Orchestra (ASO) seeks a fundraising and development intern. The Development Intern will gain fundraising and event planning experience in a non-profit environment.

Core Responsibilities:
- Research grant opportunities
- Organize and prepare materials for various development campaigns
- Assist with special events
- Assist with development mailings, emails, and contact lists as needed
- Attend ASO concerts and meet donors
- Other duties as assigned

Requirements:
- Current college student studying Marketing, Communications, Fine Arts, Business, PR, or a related field preferred
- Excellent written and oral communication skills
- Excellent time management skills
- Strong attention to detail and the ability to work independently
- Knowledge of Microsoft Office software
- Must have access to a laptop
- Must have access to reliable transportation

Hours and Benefits:
- This internship is part time and unpaid
- 10 hours per week on average
- Networking opportunities
- Complimentary tickets to most ASO performances
- The opportunity to receive college credit depending on the requirements of your university

Interested applicants, please send Resume, Cover Letter, and References to:

Erin O'Brien
Education Operations Manager
Alabama Symphony Orchestra
eobrien@alabamasymphony.org