

## Arts Marketing and Fundraising/ Development Intern

### Organizational Summary:

Located on 60-acres of rolling wooded hills in Eagan, Minnesota, Caponi Art Park and Learning Center is a distinctive community space offering free cultural and educational experiences in an inviting, natural setting. The Art Park is unique in the way it blends the beauty of nature with art to create a symphony out of all the physical elements and creative activities that take place in the park.

### Internship Summary:

This internship is ideal for an individual wanting to work in the nonprofit sector. Intern will assist with both marketing and fundraising initiatives that promote and raise money for arts and cultural events offered to the community at no-cost. This is a great opportunity to gain a range of experience—an extremely valuable asset to nonprofit agencies where staff wear many hats. Internship can be tailored to individual's interests and skills.

### Responsibilities:

#### Marketing:

- Social networking to engage supporters ([facebook](#), blog, etc.)
- Audience surveying
- Poster distribution
- Attend expos to promote the park and programs
- Participate in monthly marketing meeting
- Other creative, new initiatives

#### Fundraising/Development:

- [Direct appeal](#) support
- [Business sponsorship](#) appeal support and benefit fulfillment
- Solicitation of in-kind gifts from local businesses
- Fundraising event assistance
- Database management
- Donor research

Internship can be tailored to individual's interests and skills

### Experience and Qualifications:

- College degree (or significant completion of coursework or other relevant experience) in marketing, development, nonprofit management, art, business or related degree.
- Interest in nonprofits, art and nature.
- Must have great public speaking and phone skills.
- Must have excellent organization skills, and ability to work independently and to work on multiple tasks.
- Must have strong writing skills.
- Must have strong computer skills, including experience with Microsoft Excel and Word, and Facebook.

### Details:

Start date: March 2010  
Duration: 6-7 months  
Hours: 8hrs/week (225 total)  
Type: Unpaid Internship

### How to apply:

To apply, please submit cover letter, resume, 1 professional reference & 1 writing sample to: Caponi Art Park and Learning Center, Attn: Internships, 1205 Diffley Rd, Eagan, MN 55123  
Or by email: [info@caponiartpark.org](mailto:info@caponiartpark.org)

**Deadline: Applications accepted through March 1, 2010**