

## ADMINISTRATIVE INTERN

The Administrative Intern will be key in helping to organize Dance Camera West's festival and screening program year round. Being self-motivated and disciplined, the candidate is able to work both independently and collaboratively with the Artistic Director, Administrator, artists, venues and the public. Dance Camera West is a non-profit arts organization with a month long annual film festival in June and special events throughout the year.

### DUTIES:

#### OFFICE ADMINISTRATION

- Assist in processing donations, memberships, and entry fees.
- Assist in the creating and updating event reports in Excel
- Assist in maintaining office equipment and facility.
- Assist in vendor and associates relationships: suppliers, venue and equipment insurance
- Assist in maintaining databases - FileMaker, iContact
- Assist in maintaining business correspondence: Answer phone, email, fax, scheduling, assisting in Director and Administrator's correspondence.
- Assist in keeping office organized and functional including filing: hard copy and computer.

#### DEVELOPMENT

- Grants Management: Assist in research and submitting proposals to foundations and government funders
- Individual Donor Development: Assist in the completion of donor acknowledgement letters, manage and track donor correspondence, assist with individual donor cultivation efforts.
- Membership Cultivation: maintains and markets membership materials at screenings and events, assist with maintenance of membership database, acknowledges gifts and donations.
- Events: Assist with annual fundraising events.
- Corporate Sponsorship: Assist in the research and development of corporate relations.
- Evaluation: Working with the director and administrator to assure adequate data collection and evaluation for reporting purposes.

#### FESTIVAL COORDINATOR

- Assist in communication with artists for film festival
- Assist with obtaining in-kind donations and program supplies for festival events.
- Assist Artistic Director and Administrator at festival screenings and special events.
- Assist with Board activities, meetings and sub committees.
- Work closely with the director and administrator in scheduling, creating, and managing special events throughout the year and annual festival
- Assist with the management of marketing goals including social media outlets

#### QUALIFICATIONS

Applicants must have demonstrated experience in office administration, grant applications, fundraising, and marketing, preferably in the non-profit sector. Applicant should be passionate about the dance media genre and LA's cultural community including arts advocacy, funding and political trends in the arts. Proven ability to accomplish the duties described above under office admin, development and festival coordinator. Desire to be part of a highly focused and very productive team.

#### REQUIRED SKILLS

Mac computer proficiency with advanced Internet skills. High-level skill in verbal and written communication with ability to articulate Dance Camera West's vision. Proven ability to work independently with stamina and fluidity to deal with inevitable changes and challenges while being highly proficient, organized, detail oriented with expert follow-up skills. The ability to meet deadlines and accomplish all duties listed.

**HOURS** – Looking for a time commitment of 5-10 hours a week with additional hours including weekends during festival season and for special events.

**SALARY** – This is an unpaid internship. School credit can be provided.

**START DATE** – Immediate opening

**TO APPLY** submit via email – Please no phone calls

Cover letter highlighting relevant experience and salary history

Resume

Writing Samples (if available)

References (2) with contact information – phone and email

Lynette Kessler, Artistic Director  
office@dancecamerawest.org