



INTERNSHIP CALL: Fundraising and Sponsorship Assistant

Title: Fundraising and Sponsorship Assistant

Hours: Part Time: May 1 – August 31 (approximately 20 hours per week May to mid-July, with increased hours in late July and August)

About SummerWorks

Founded in 1991, SummerWorks Performance Festival is widely recognized as one of the most important platforms for launching new work– locally, nationally and internationally. Every August, SummerWorks hosts artists and projects interested in continuously reimagining and innovating the possibilities of performance while insisting on accessibility, integrity, and professionalism. www.summerworks.ca.

Fundraising and Sponsorship Assistant: Description & Duties

An internship at the SummerWorks Festival gives interns an inside view of the processes and structures necessary to help produce a festival and support new work development. Interns will develop relationships with artists and Festival staff, and work closely with the Artistic and Managing Director to plan and execute the Festival. They will also receive mentorship, free access to Festival ticketed shows, workshops and professional development seminars. An August metropass will be provided or reimbursed to each intern. We prioritize interns for hiring considerations in paid positions upon completion of internships.

The Fundraising and Sponsorship Assistant is an important part of our producing team. They are responsible for the implementation of the Festival development strategies, as well as assisting with the management of Festival outreach initiatives.

The Fundraising and Sponsorship Assistant reports to the Artistic and Managing Director.

The Fundraising and Sponsorship Assistant's duties include:

- Assist the Artistic and Managing Director with developing and implementing a fundraising strategy for the Festival.
- Identify and approach potential Festival sponsors.
- Coordinate with sponsor and donor communication and recognition.
- Develop donor database.
- Assist in planning and execution of individual giving campaign and donor appreciation events.



Fundraising and Sponsorship Assistant: Qualifications

It is **essential** that the Fundraising and Sponsorship Assistant has:

- Excellent computer skills.
- Excellent organizational and project management skills.
- Ability to work independently and as part of a team.
- Attention to detail.
- Excellent verbal and written communication skills.
- Familiarity with the arts.

It is **desirable** that the Fundraising and Sponsorship Assistant has:

- Knowledge of the goals and activities of SummerWorks.
- Familiarity with the Toronto performance community.
- Experience with donor databases.

To Apply

To apply for the position, please email applications@summerworks.ca by **Wednesday April 4, 2018** and provide:

- A resume of one page;
- A cover letter of no more than one page addressed to Laura Nanni, Artistic and Managing Director, that:
 - Addresses why you would like to work for SummerWorks, and
 - Illustrates how your skills, knowledge and experience match the duties and qualifications.

Please ensure that your full contact details are included in your resume and/or cover letter.

SummerWorks is committed to equality and diversity, both through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and cultures of all members of our community. We make every effort to ensure that no member of the community receives less favorable treatment in our recruitment process or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.