

Development Intern

Founded in 2007, Opera Singers Initiative is a collaborative, dynamic, arts and professional development organization that supports emerging professional classical performers. Each season we invite ten extraordinarily talented performers, after a rigorous selection process, to participate in our 12 month training and development program.

We are committed to teaching business education and entrepreneurial skills to opera and classical singers which we accomplish by providing artists with one-on-one mentoring and career development sessions with business and arts professionals, performance opportunities, and funding to pursue continued study and entrepreneurial ventures in opera.

Opera Singers Initiative is searching for an *unpaid* intern to work directly under the **Development and Communications Coordinator** as a Development Specialist

Major Duties:

- cultivate relationships with private individual donors and corporations
- conduct foundation and prospect research
- contact businesses and community members as potential donors
- research and writing grant proposals,
- Help Events Manager plan high-profile and fun fundraising events, and
- Develop strategies to help stimulate and guide OSI's growth as an organization.

Qualifications:

Have between 5 to 15 hours a week during 1 or 2 semesters to devote to OSI. Time demands increase during the season and closer to event dates. Be at least a **Junior** in college or a grad student working on a degree in Arts Administration or related discipline. The candidate will receive credit for a field study or Internship course if requested. This post is **home-based** and will involve **remote supervision** (phone, Email, Skype). Thus, **the successful candidate will be a self-starter, able to work independently, and comfortable communicating at a distance.**

- Interest in donor development and fundraising
- Microsoft Word and Excel skills
- Strong commitment to education and the arts
- Research, analytical, writing and communication skills
- Professional demeanor
- Reliable and organized
- Eagerness to be creative and take initiative on new ideas and projects
- A strong interest in Opera or classical music is preferred
- Ability to make a commitment to OSI and its mission, **this cannot be overstated!** Your work will make an immediate impact on the organization, so if you feel you cannot commit to the requested timeframe, this is probably not the position for you

To Apply:

Send a resume, cover letter, and a writing sample to mabel@operasingersinitiative.org. Please put "Development Intern" in the subject heading. Applicants may be contacted for a phone interview and asked to submit references.

*All interns have free access to our events throughout the year. This includes music master classes and business education courses.