

## Advancement Intern Role

Workhouse Arts Center, a project of the Workhouse Arts Foundation, is looking for an Advancement Intern to assist with fundraising activities. The Advancement Intern reports to the Vice President, Advancement. The ideal candidate for this internship: 1) is interested in gaining hands-on arts administration and fundraising experience in a fast-paced environment; 2) possesses a keen attention for detail, organization, and commitment to high-quality work; and, 3) is passionate about supporting multidisciplinary, community arts and arts education experiences.

A competitive candidate is a creative thinker and confident communicator who eagerly anticipates needs, is resourceful, and takes initiative to propose strong solutions and resolve questions.

### **Typical responsibilities include, but are not limited to:**

- Assist with day-to-day fundraising tasks, including prospect research, acknowledgements, and gift processing.
- Maintain on-site, printed, and digital recognition of sponsors, members, and donors.
- Compile and clean development donor data.
- Assist the Vice President, Advancement and Director of Special Events/Rentals with the planning and execution of fundraising events.
- Work and liaise with other departments across Workhouse to gather impact data.
- Filing and maintaining comprehensive donor information.
- Additional duties as assigned.

The position is for up to 40 hours/month performed onsite at Workhouse Arts Center in Lorton, VA.

### **Must have**

- An interest in or additional knowledge of arts administration/management and practice
- Previous experience producing high-quality work in a professional setting
- Experience with Microsoft Office Suite
- Excellent writing, communication, and interpersonal skills
- High attention to detail
- Creative, flexible attitude with a knack for problem-solving

### **Nice to have**

- Previous experience(s) with databases and other registration platforms
- Previous fundraising experience for another nonprofit organization
- Knowledge of the Fairfax County and surrounding NoVA/DMV area

If interested, please contact [registrar@workhousearts.org](mailto:registrar@workhousearts.org) with a copy of your resume and a one-page cover letter expressing your interest in the position. References and additional work samples may be requested.



A PROJECT OF THE **WORKHOUSE ARTS FOUNDATION**

## About Workhouse Arts Center

The Workhouse Arts Center (WAC), a project of the Workhouse Arts Foundation, is one of the nation's largest and most innovative adaptive reuse arts centers, providing high-quality, interactive, multidisciplinary arts experiences for 100,000+ visitors annually at our 55-acre campus. Founded in 2001 to transform the abandoned District of Columbia's Correctional Facility into a cultural center, WAC offers a broad array of free and affordably priced arts experiences including: multidisciplinary workshops, artist studios, galleries, and exhibitions, year-round education, and outreach programs, performing arts presentations and productions, community events, the Lucy Burns Museum, and our Military in the Arts Initiative.

## Diversity, Equity, and Inclusion

We firmly believe that a dynamic community arts organization reflects the robust diversity of the region that it serves, and the art forms it supports. At WAC, we strive to infuse equity, diversity, inclusion, and access at the core of our programs and initiatives so that individuals from all backgrounds can find artistic opportunity on our campus. We prioritize creating and maintaining professional, educational, and creative environments that are welcoming, representative, and inclusive, and we are committed to meeting these ends through collective and inclusive action. It is through these efforts that WAC can successfully drive authentic, sustainable, and accessible community impact through the arts.