

944 Fort Barry
Sausalito, CA 94965
415.331.2787



info@headlands.org
headlands.org
@HeadlandsArts

2023 Headlands Development Internship

Applications will be accepted, and the position will remain open, until filled.

Internship Period: April 3-August 31, 2023

Stipend: \$1200 monthly stipend

Hours: Weekly commitment of 20 hours. Support required on some weekends and evenings for special events. Workdays are typically Monday-Friday.

About Headlands Center for the Arts

Headlands Center for the Arts is a non-profit organization located in a historic former military fort in the coastal wilderness of the Marin Headlands in the Golden Gate National Recreation Area, 15 minutes north of San Francisco. Established in 1982, Headlands promotes artistic exploration and development of new creative work. Through residencies and public programs, including open houses, lectures, performances, and community meals, we seek to explore and interpret the relationship between place and the creative process and to extend appreciation for the role of artists in society. Residencies bring artists from many different disciplines, cultural backgrounds, and nationalities to live and work on-site each year, while public programs engage artists, scholars, activists, and other professionals.

Development Internship

The live-out development internship at Headlands includes opportunities for on-going administrative and daily operations support, event-based tasks, and special projects that introduce interns to the non-profit work environment. Interns develop arts administration skills across departments through hands-on experience. Working with a wide range of artists and audiences, interns are important members of our dynamic team, and are asked to participate in daily operations and tasks across a range of projects.

The goal of the internship is to aid the Development Department in all fundraising efforts, ranging from foundation research to assisting with special events, such as the annual Benefit Art Auction. Project-specific assignments may also arise based on the intern's interest and experience. The Development Intern will report to the Interim Director of Development.

Responsibilities

General Development Administration

- Research foundation prospects, grant opportunities, and major gift donors.
- Assist with fundraising proposals and event sponsorship materials.
- General projects in support of Headlands Development Department.

Special Events

- Assist with preparations for Headlands' annual Benefit Art Auction.
- Attend and assist with a limited number of on-site special events (to be discussed alongside schedule.)
- Help coordinate event logistics for Auction Preview and Art Auction events.
- In collaboration with the Communications team, provide support for event outreach including materials for print and web.

Qualifications

- Interns must be reliable, energetic, creative, self-motivated, show attention to detail, and possess good communication skills.
- Interns may be required to work independently, as part of a group, and engage directly with the public.
- Due to our remote location, a valid driver's license and comfort driving a car is essential. Interns must provide their own transportation to Headlands' Marin location. To note, public transportation is limited.
- Experience with database systems, such as Salesforce.
- Familiarity with Mac OS X.
- Experience using Adobe Creative Suite, Google Suite, and Microsoft Office.
- Background or strong interest in nonprofit administration and/or mission-oriented work is helpful.

Physical Requirements

- While performing the duties of this internship, the intern is regularly required to talk and hear; stand; walk; use hands to handle or feel; reach with hands and arms; and do extended periods of work at a computer and occasionally lift items weighing 25 pounds.

Compensation Details

- \$1,200/month stipend
- A commitment of the entire internship period, **April 3-August 31, 2023** is required.
- Dynamic creative community and direct access to working artists.



To Apply

Headlands Center for the Arts is committed to a diverse and pluralistic workplace. People of Color and members of the LGBT community are strongly encouraged to apply.

Please send a cover letter, resume, and list of three references via email, with the subject line "Development Internship/Your Name" to info@headlands.org. Your cover letter and resume should be sent in a single PDF titled "Your Last Name_DevInternship." Review of applications will continue until the position is filled.

In your cover letter, please answer the following questions:

1. What is your connection to Headlands mission? Why are you interested in the Development internship?
2. How does an internship position here align with your future goals?

College and graduate students of all disciplines, as well as working adults, are welcome to apply. Headlands will work to tailor aspects of the internships to applicants' interests whenever possible and will work to ensure students receive academic credit for their internships when applicable.

Equal Employment Opportunity Policy

Headlands Center for the Arts is committed to a diverse workplace and strongly encourages applications from all qualified individuals, as such Headlands is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns. Headlands makes decisions based on the merits of each candidate.

Headlands Center for the Arts prohibits discrimination based on an individual's race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, or any other basis protected by law. Headlands will afford equal employment opportunity to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.