



EMPOWERING TEEN ARTS AUDIENCES SINCE 2004

305 Harrison Street, Seattle WA 98109 • 206.233.3959 • www.teentix.org

## TeenTix Annual Fund Internship

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**Direct Supervisor:** Director of Development

**Department:** Development

**Position Status:** 4 months, Mar – Jun | \$600 stipend | 10 hours per week (in-office).

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**Internship Summary:** This intern supports TeenTix's Director of Development in raising operational funds through TeenTix's Individual Giving Campaign strategies, playing a critical role assisting with donor relations and research, communication development, and data management.

TeenTix Campaigns March – June:

- Monthly Giving Club (Mar – June)
- Program Campaign: The New Guard (Mar – April)
- Program Campaign: The Press Corps (Mar – April)
- GiveBIG (May)

If interested, this intern will have the opportunity to learn about all other aspects of development, including major giving, grant writing, events, and communications.

### **Campaign Related Duties:**

- Planning and implementing campaigns;
- Database maintenance activities including, but are not limited to: returned mail, payment processing, and data auditing projects;
- Research giving prospects and assist with documenting cultivation;
- Draft and/or edit campaign communication materials, including social media posts, direct mail solicitations, and marketing emails;

### **Additional Professional Development Opportunities if Desired:**

- Fundraising Plan Development - attend and participate in key team meetings and activities when available with Director of Development;
  - Donor Stewardship - communicate with donors efficiently and in a professional manner via email, phone, and in-person;
  - Special Event and Stewardship Support - assist with donor stewardship activities and events;
  - Apply learned skills from internship towards a special project, with guidance from Director of Development and Executive Director;
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**General Qualifications:**

- Available to work during TeenTix's office hours M-F 10am – 6pm
- Strong verbal and written communication skills
- Ability to work independently and take initiative on projects
- Commitment to maintain a high degree of accuracy and confidentiality
- Outstanding organizational skills and attention to detail
- Ability to juggle multiple projects at once
- Interest in Development, Marketing, or Non-Profit Administration
- Passion for and commitment to TeenTix's mission of empowering young people to take an active role in shaping their arts community as audience members, critics, influencers, advocates, patrons, and leaders

**Skills Learned:**

- Awareness of key fundraising concepts and best practices, including donor stewardship, major gift solicitation, communications, and campaign strategy
- Project management and campaign planning skills
- Customer service skills
- Interpersonal skills needed for collaboration within a team, as well as across departments;
- Ability to prioritize work and problem solve
- Proficiency in TeenTix development tools, including CRM database, email marketing platform, and website
- Additional opportunity to pursue project or learn specific skills based on personal interest (with approval from Director of Development)

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**Compensation:** \$600 stipend available. Funds are available to support this internship for a 4-month period only.

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**To Apply:** TeenTix is an equal opportunity employer. We are an anti-racist organization that actively works to identify, name, and correct institutionalized racism within our own organization, and to dismantle systems of oppression that have traditionally kept people of color out of leadership positions. Young people and people of color are strongly encouraged to apply.

Interested candidates can send a resume and introductory statement (no more than 2 - 3 paragraphs) to [caroline@teentix.org](mailto:caroline@teentix.org).

This internship will begin March 1, 2019. Interviews will begin February 18<sup>th</sup>, applicants are requested to submit no later than February 15<sup>th</sup>. TeenTix HQ is located in the Seattle Center Armory (305 Harrison St. Seattle WA 98109), our hours are Mon - Fri 10am-6pm.

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**About TeenTix:** TeenTix is a 15-year-old, Seattle-based non-profit organization dedicated to ensuring equitable access to the arts for all teenagers by offering them the tools to engage with the arts on their own terms. Our vision is a healthy community whose diverse civic leaders value, support, and participate in a thriving arts sector. TeenTix's mission is to build a bright future for our city by empowering young people to take an active role in shaping their arts community as audience members, critics, influencers, advocates, patrons, and leaders.

TeenTix was founded in 2004 by the Seattle Center in partnership with 10 of the resident arts organizations on the Seattle Center Campus, and recently received our own non-profit status in 2017. We have a longstanding program history with the heart and budget of a small, start-up non-profit. Now as an independent nonprofit, our partner network has grown to 75 arts organizations in Seattle, Bellevue, Kirkland, Edmonds and Tacoma from heritage museums, visual art, to music, to film, to dance, and theater.

Our work over the last 14 years has led us to identify four common barriers that prevent teens from arts participation: cost, not knowing where to look for events, transportation, and cultural barriers that may trigger insecurities around arts-going. In response, TeenTix has developed three core programs that work to overcome these barriers: **The TeenTix Pass Program** – a Pass for teens (ages 13-19) that provides \$5 tickets to all 75 of our participating arts organizations, **The New Guard: Teen Arts Leadership Society** – our teen advisory board that allows teens to gain arts leadership and administration training and participates in high-level decision-making alongside our Board of Directors, and **The Press Corps** – an arts criticism program for teens that fosters critical thinking, resulting in empathetic and culturally competent writers.