



DEVELOPMENT & FINANCE INTERN JOB DESCRIPTION

ABOUT DIAVOLO

DIAVOLO | Architecture In Motion® is a creative movement production company that explores innovation by creating unique live, cinematic, digital, and media experiences. Our mission is to create socially relevant work that celebrates the diversity and complexities of humankind. Using custom-made architectural structures, DIAVOLO combines storytelling and movement with the goal of restoring one's mental, physical and emotional strengths

ABOUT THE POSITION

Title: Development and Finance Intern
Type: Part-Time Internship (400 hours)
Rate: \$15 Hourly

The Development and Finance Intern will gain a firm understanding of fundraising initiatives and finance-related procedures in a mid-sized nonprofit movement and production company. The intern will work on multi-department projects in order to gain a full understanding of arts administration and what is needed to maintain a vibrant and thriving organization.

Responsibilities:

1. Collaborate with DIAVOLO's senior staff to create and execute a comprehensive development plan, including assisting in grant writing and reporting (e.g. California Arts Council, City of Los Angeles Department of Cultural Affairs, and National Endowment for the Arts); managing development-focused events (virtual or in-person); coordinating DIAVOLO's summer appeals campaign (create and design pitch letter); and maintaining a summer development calendar.
2. Collaborate with DIAVOLO's General Manager in finance related initiatives, including monthly Profit & Loss reconciliation, workers comp payroll reports, bank deposits, accounts payable/receivable, and cash flow.
3. Help to research prospects for major gifts, including identifying potential donors and creating cultivation tasks for staff and Board member.
4. Coordinate with the Artistic Intern in creating and managing DIAVOLO's bi-weekly newsletter, social media accounts, and engagement activities. The Intern will take a lead role in content creation, design and data monitoring with a focus on fundraising and the company's CRM.
5. Attend meetings and other company events as needed as well as maintenance of company records.

QUALIFICATIONS & HOW TO APPLY

Desired applicant should have strong organization and communication skills. They should be a "self-starter" who is motivated, dependable, and an adaptable team player with a genuine interest in the arts. Passion for dance is a plus. Excellent writing, editing, and analytical skills are highly desirable. Pre-requisites include proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and social media (e.g.- Instagram, YouTube, Facebook, etc.). Candidates should desire a position during normal business hours, usually between 9AM to 5 PM, with occasional schedule adjustment for activities on evenings and weekends.

Applicant must be a currently enrolled in a 2-year or 4-year undergraduate program. This internship is only available for current Los Angeles County residents OR students currently enrolled in a college or university within Los Angeles County. To apply, please email resume and cover letter to jose@diavolo.org.

<https://www.lacountyarts.org/employment/diavolo-architecture-motion-development-and-finance-intern>