



The Dallas Symphony Association is seeking a Development Intern for the Summer of 2022. This role will focus on organizational needs within our broad-based giving area.

Duties include (but are not limited to):

- Assist in planning donor communications for the 2022/23 Season, including brainstorming, scheduling and drafting solicitation letters, stewardship emails, and social media posts;
- Assist in developing, designing and implementing a new email welcome series for new donors; and
- Compile research on the broad-based communications, messaging and campaigns of other orchestras.

The qualified applicant will:

- Have a sincere interest in pursuing Development or Arts Administration as a career;
- Have exceptional writing skills;
- Be organized and able to manage time effectively and efficiently; and
- Be proficient in the Microsoft Office Suite.

The Development Intern will work 10-40 hours per week from June 6 to August 1 (dependent upon school credit requirements). This position will work on a staggered in-person/remote schedule.

In a one-page cover letter, please briefly describe how this internship will be helpful in achieving your career goals and why you believe you are the best candidate. Interested applicants should submit their resume and cover letter to recruiter2@dalsym.com no later than **May 15, 2022**, but interviews will be conducted on a rolling basis. This is a paid opportunity.

**COVID vaccination is mandated for all DSO employees.
Valid exemptions are given in accordance with the law.**

The Dallas Symphony Orchestra is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The Dallas Symphony Orchestra is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

EOE- Equal Opportunity Employer