



## Non-Profit Youth Performing Arts Training

**Overview:** The McCoy Rigby Conservatory for the Arts, located in Yorba Linda, CA, is Orange County's leading non-profit organization focused on providing dance and musical theater for children ages 2 years and up. The mission of the McCoy Rigby Arts, Inc. (MRA) nonprofit organization is to make a positive difference in the lives and dreams of the youth in and around Orange County. It is our vision that every child should be afforded the opportunity to participate in the art expression of their choice. We believe in giving every student who comes through our doors the discipline and skills they need to discover and realize their own unique, artistic and creative talents. Ours is a process that can help to sustain the student for a lifetime and be applied to whatever he or she chooses to undertake, personally or professionally.

At McCoy Rigby Arts, our wish is for every student to discover their utmost potential, and to find the joy, confidence, and lifelong benefits of creative expression.

**We are seeking a dedicated Development Intern. The development internship is a unique opportunity to gain meaningful experience in the non-profit sector in one or many of the following areas:**

- Event Planning & Fundraising
- Marketing & Communications
- Volunteer Recruitment & Coordination

**The Development Intern will work with General Manager, Gala Coordinator and President of the Board of Directors and provide quality support to ensure the success of our signature events such as our Annual Gala Celebration which help finance essential programs and resources for at-risk families and children in Orange County, CA.**

### ***Commitment & Hours:***

Minimum of a 6-month commitment required.

Interns generally work between 8-30 hours per week. While these time frames work best for most students, all scheduling, including start/end dates and hours per week, is flexible and negotiated during the interview stage of the selection process. Hours are generally based on a student's availability and school schedule.

***As a key addition to the Development team, duties and responsibilities may include but are not limited to:***

- General development and event coordination tasks as assigned
- Plan and develop fundraising opportunities including silent auction procurement
- Volunteer communication and recruitment
- Contribute to event preparations and provide coordination of event logistics
- Assist with committee meeting materials, communication and follow up
- Outreach to media sources and execute event updates on social media
- Assist with managing budgets, status reports, contracts and analytics
- Assistance identifying and source vendors and venues
- Creation of event collateral, signage, layouts and diagrams
- Research and marketing projects as assigned



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### Qualifications:

- College student majoring in:
  - *Marketing, Communications, or Public Relations*
  - *Hospitality Management*
  - *Business*
  - *Graphic Design*
  - *Political Science*
- Hands on experience with event planning or marketing
- Proven history of providing outstanding customer service while proactively problem solving
- Ability to work independently yet be an integral part of an overall team environment
- Detailed-oriented work style with an openness to learn
- Excellent oral and written communication skills
- Excellent time management and ability to meet deadlines are critical to the position
- Positive, results-focused and a strong organizational self-started with professional demeanor
- Experience with Microsoft Excel and other Microsoft Office programs
- Graphic Design or Website Design experience is a plus, but not required
- Previous internship experience plus, but not required
- Strong interest in non-profit sector

### Benefits:

- Gain hands-on experience working with a local Orange County non-profit organization
- Learn valuable skill sets in the areas of fundraising, event planning, marketing, communications and volunteer coordination.
- Your participation will help improve the lives of children and families in Orange County, CA.

Applicants who are chosen to will need to clear a background check, provide an official 3- Year DMV driving record, and provide 3 professional references, and attend an orientation session prior to beginning of their internship.

***All qualified applicants will receive consideration without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other protected group, in accordance with the requirements of all applicable federal or State laws.***

Job Type: Internship

Experience:

- Event Planning: 2 years (Preferred)
- Microsoft Office: 1 year (Preferred)
- Nonprofit: 1 year (Preferred)
- Marketing: 1 year (Preferred)

**Please respond via email to:**

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