TAKE IT ALL IN.

DEVELOPMENT INTERNSHIP

About A2SF
A2SF is a multidisciplinary performing arts presenter whose mission is to present arts and entertainment that enrich the cultural, economic, and social vitality of the region. A2SF champions performing arts, outdoor entertainment, and community spirit. In addition to a multi-week festival each June that brings together thousands of people and offers hundreds of free concerts, art exhibitions, family-friendly activities, special attractions, and film screenings, A2SF presents the best in live events throughout the year.

About the Internship Program
The A2SF internship program offers meaningful, hands-on experience for college students and recent graduates interested in careers in arts management, live event production, nonprofit administration, and community-centered programming. Interns develop professional skills through project-based work, staff shadowing, networking opportunities, and structured career development activities. All internships are volunteer positions with an honorarium provided; school credit is also possible.

Commitment: 4–5 months
Reports To: Development Director
Start Date: March 13, 2026
Top of the Park Dates: June 12 - June 28, 2026
Provisional End Date: July 13, 2026, based on business/personal needs
Status: Volunteer internship with honorarium; school credit possible
Pre-Season Hours (March-April): 10–15 hours/week (flexible; remote work possible at supervisor discretion)
Pre-Season Hours (May): 15–20 hours/week (flexible; remote work possible at supervisor discretion)
In-Season Hours (June): 20–25 hours/week during this period (on-site required)
Post-season Hours: 5–10 hours/week (flexible)

A flexible schedule is available during the pre-season (March–April). In-season (May–July) work must be performed in person at Top of the Park and other event sites.

Summary Description
The Development Intern will gain hands-on experience in nonprofit fundraising and management by assisting with donor prospecting, solicitation, stewardship, cultivation, and event planning.

Duties Include
- Assist with the planning and execution of donor events during and before the season, including A2SF's annual fundraiser, *debut*
- Draft and execute donor and sponsor stewardship communications
- Support seasonal staff training for soliciting donations on-site
- Research and solicit potential supporters, including corporations, small businesses, and individuals
- Oversee the annual donor benefits mailing pre-season
- Help maintain a database with supporter and prospect information
- Represent A2SF while interacting with community organizations and the general public
- Complete a short post-season wrap report, summarizing activities and suggesting improvements
- Participate in career development activities
- Participate in rotational on-site opportunities and staff shadowing
- Provide additional administrative support, including mailing donor acknowledgements

Requirements
- Interest in philanthropy, specifically an understanding of how stewarding donors and sponsors is vital to sustaining a nonprofit organization
- Interest in understanding fundraising techniques and making a case for support
- Strong interest in nonprofits and experience with the arts and entertainment field
- Excellent written and verbal communication skills in a deadline-based environment
- Strong interpersonal skills and willingness to work with a diverse community
- Strong organizational skills and attention to detail
- Comfortable assisting with crowd control and interacting with A2SF stakeholders
- Ability to manage multiple projects with competing deadlines, under minimal supervision
- Proficient in a Mac OS environment

Submission
Please submit an online application, including your resume and cover letter, at
http://a2sf.org/jobs-and-internships
- Candidates are asked not to request submission status. If your qualifications match current openings, you will be contacted directly
- Position will remain open until filled