

Arts Administration & Development Intern

Founded in 1948, the American Research Center in Egypt (ARCE) is a private, nonprofit organization composed of educational and cultural institutions, professional scholars, and private individuals. ARCE's mission is to support research on all aspects of Egyptian history and culture, foster a broader knowledge about Egypt among the general public, and strengthen American-Egyptian cultural ties.

Basic Duties:

The intern will assist with the daily office duties of the Development department in Alexandria, VA, such as:

- Creation of marketing materials, cultivation and stewardship materials for donors
- Preparation of acknowledgement letters, renewal letters and other specialized donor and membership mailings
- Produce research profiles for donor prospects and current donors
- Data entry in donor and member tracking software
- Assist with preparation for cultivation and stewardship events for members and sponsors
- All other duties as needed

Qualifications:

- Arts Administration/Management, Art History, Communications, Marketing, or International Relations majors and backgrounds are preferred
- Strong computer skills (MS Word and Excel), experience with CRM software is helpful but not necessary
- Outstanding writing, communication, and interpersonal skills
- Efficient organizational skills and ability to multitask
- Experience with Adobe Creative Suites (Photoshop, Illustrator, InDesign) and social media platforms is highly desirable

Schedule: Office hours are Monday-Friday, 9:00am -5:00pm EST. 20 hours per week required. Schedule is flexible as agreed upon by the supervisor and intern.

Compensation: A transportation stipend will be provided.

Location: 909 N Washington Street, Alexandria, VA 22314

To Apply: Please submit a resume and cover letter to ARCE's Development Director, Laura Rheintgen at lrheintgen@arce.org