



Democratic Dance | Arts Education | Spatial Justice  
Creating Site-Specific Work Since 1985

## Development Intern

This internship is a part of the Los Angeles County Department of Arts and Culture Arts Internship Program, more information on the program can be found [here](#).

### ELIGIBILITY

Heidi Duckler Dance's (HDD) 2022 Arts Internship positions are open to currently enrolled undergraduate (2 or 4-year) and community college students who reside or attend college in Los Angeles County. Recent graduates may apply as long as they have completed their degree between May 1 - December 1, 2022. The Los Angeles County Department of Arts and Culture encourages eligible students from all ethnic and socioeconomic backgrounds, as well as disabled students, to apply. Eligible students may participate in the program once.

### Note:

- Students who have already earned a BA, BS, or a higher degree are not eligible for the Los Angeles County Arts Internship Program (with the exception mentioned in the eligibility section above)
- Students who have previously participated in the program are not eligible to participate a second time.
- Students who are invited to participate in the program will be asked to provide verification of eligibility via college transcripts, driver's license, and other documents to show enrollment status and/or LA County residence.

**-There are no exceptions to our eligibility requirements.-**

### JOB DESCRIPTION

Heidi Duckler Dance, LA's top site-specific dance company, is looking for a Development Intern to support its mission in creating community engagement programs that transform non-traditional spaces, provide learning opportunities, and engage diverse communities in the belief that the arts can change our vision of the world and of ourselves. Responsibilities include, but are not limited to: contributing to the planning of fundraisers including logistics, invitations and follow up; data management, updating HDD grant calendar and spreadsheet, and assisting with implementing grant/foundation tracking practices; researching, identifying, and development for donor cultivation, growth, and stewardship; maintaining and implementing

stewardship of current members/donors; assisting with preparation of grant proposals and reports; compiling supplemental material for submissions, and managing awards; and compiling budgets.

This position will work approximately 40 hours a week from June to August.

### **QUALIFICATIONS**

Skills preferred: Comfortable communicating with diverse groups of people; Excellent writing skills; Bi-lingual is a plus; Mac and/or PC proficient; Comfortable with Microsoft Office and Google Suite applications; Reliable transportation; Development or fundraising experience a plus; Must be able to commit to 40 hours a week for the entire 10-week internship.

### **BACKGROUND**

Heidi Duckler Dance (HDD) creates place-based performances that transform non-traditional spaces, providing learning opportunities and engaging diverse communities in the belief that the arts can change our vision of the world and of ourselves. Since 1985, HDD has produced over 400 interdisciplinary performance experiences in unexpected locations around the world. As a dance company, HDD uses movement to explore intersectional topics affecting our city, working with students, veterans, incarcerated and formerly incarcerated individuals, foster youth, and people experiencing homelessness.

### **COMPENSATION**

This is a paid internship with interns receiving \$16.04/hour for a total of 400 hours worked.

### **HOW TO APPLY**

Interested applicants should send a cover letter, resume and writing sample to [info@heididuckler.org](mailto:info@heididuckler.org). In your cover letter, please include why you're interested in working for Heidi Duckler Dance and in the areas of development and fundraising.

**Applications are due: June 15, 2022 at 11:59 pm**

Visit the [Los Angeles County Arts and Culture](https://www.lacountyartsandculture.org) website for tips on applying and more.

### **Contact information for Heidi Duckler Dance:**

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Los Angeles, CA, 90015  
[heididuckler.org](https://heididuckler.org)