



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

## **Productions and 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**

HDD's Production & Development Intern will support the Managing Director with all matters in productions, development and fundraising. Responsibilities include, but are not limited to, planning and execution of company performances and events for HDD's various programs including: production needs for our Ebb & Flow: Culver City Festival at the Baldwin Hills Scenic Overlook, our DTLA salon series, and our annual gala celebration at Founder's Church of Religious Science in Koreatown. The intern will also contribute to the planning of HDD fundraisers including logistics, invitations and follow up; data management, grant 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 and assisting with preparation of grant proposals and reports.

**Internship Additional Duties and Activities:**

The intern will also assist with other clerical duties and general office support related to production, development and fundraising. Additionally, the HDD Production & Development Intern will participate in regular staff meetings, observe Board of Directors meetings, and assist with general administrative tasks such as answering the phone and writing correspondences.

**Internship Learning Objectives:**

- Gain hands-on experience in Arts Administration.
- Learn best practices for internal and external project management including evaluation efforts and techniques.
- Gain hands-on experience with development as it relates to fundraising, stewardship, marketing, programming, and Board relations.
- Gain an overarching view and understanding of how administration, financial management, budgeting, Board relations, programming, outreach, marketing, and audience development intersect.
- Learn how to work as a member of a small fast-paced team.
- Learn how to articulate the mission of an organization, in a precise and passionate manner.

**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 complete the internship time commitment by March 2023.

**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 being considered on a rolling basis**

Visit the [Los Angeles County Arts and Culture](#) website for tips on applying and more.

**Contact information for Heidi Duckler Dance:**

[info@heididuckler.org](mailto:info@heididuckler.org)

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[heididuckler.org](http://heididuckler.org)