



## Gala Events Intern

Kimball Art Center is looking for a part-time event intern to assist with its annual Art Starts Here gala. The ideal candidate is interested in a career as an event planner &/or non profit fundraising, knows how to prioritize tasks, is detail-oriented, tech-savvy, and embraces his or her Type-A personality.

**Summary:** The annual Art Starts Here gala will be held Thursday, August 1, 2019. This event provides critical funding for Kimball Art Center and support the organization's exhibitions, educational programs and community events. The events intern will work with the Kimball Art Center development team and assist with planning, logistics, database management, and data entry for all donations.

### Responsibilities include:

- Track all donated auction items and ensure correct information is entered into various software platforms
- Work closely with gala committee members for silent auction items setup and takedown
- Work closely with development team to ensure all thank you letters, sponsor gifts, and tax acknowledgments are completed and delivered prior to end of internship
- Other duties as assigned

### Requirements:

- Must be able to work 2-4 days per week between July 8th - August 9, 2019. Schedule to be set with supervisor
- Must complete 100 total hours of work, with heavy concentration leading up to the gala, with an extended long shift on 8/1/19
- Must be at least 18 years of age, have reliable means of transportation, and legally approved to work in the United States.
- Must be able to lift 30lbs
- Proficient in Microsoft Office and Google sheets.
- Strong organizational, communication, and customer service skills.

### Preferred:

- Experience with BidPal mobile bidding, Altru Blackbaud and/or Adobe InDesign is a plus.

**Classification Level:** Hourly, non-exempt

**Supervisory Responsibilities:** N/A

### Compensation:

- This position is can qualify for school credit.
- A stipend of \$1500 will be provided upon completion.

Please send resume, cover letter, and professional/educational references:

Jaimie Mitchell, Development Manager [jaimie.mitchell@kimballartcenter.org](mailto:jaimie.mitchell@kimballartcenter.org)

Applications due by May 15th