



# DOCS IN PROGRESS

CREATING COMMUNITY THROUGH DOCUMENTARY

## **DEVELOPMENT AND OUTREACH INTERNSHIP FALL 2019**

### **DESCRIPTION**

This is an opportunity for a motivated upper level undergrad, grad student, or recent graduate to get real-world, hands-on experience (and college credit, if desired) in nonprofit development and outreach with an established non-profit arts organization. The ideal candidate will be inquisitive, energetic, motivated and have strong writing, research and communication skills. Experience working in Adobe Creative Cloud programs is a plus.

### **START DATE**

ASAP

### **TIME COMMITMENT**

12-15 hours/week (work will be needed primarily during weekday hours, but we will work with the intern on a mutually agreeable schedule)

### **LOCATION**

Work will be split between two Metro-accessible locations (one near Dupont Circle, the other in downtown Silver Spring). Outreach will also involve other locations around the DC Metro area.

### **DUTIES AND RESPONSIBILITIES**

- Assisting Board Chair and Executive Director with efforts related to a fundraising campaign, including researching and tracking donors and prospects, drafting correspondence, and materials design.
- Assisting Executive Director and Program Director with outreach and implementation of a film festival, including grassroots outreach, drafting and sending press releases, social media, and assisting at outreach events to promote the event.

### **COMPENSATION/PERKS**

Docs In Progress is committed to nurturing emerging documentary talent and this includes our Interns. Interns are recognized as important members of our team. Based in part of references from Docs In Progress staff, past interns have gone on to graduate programs, Fulbright

Fellowships, and paid professional positions. While this is an unpaid position, interns will receive the following benefits:

- \$250 travel stipend
- College credit (if desired; to be coordinated between the intern, his/her educational institution, and Docs In Progress):
- Ability to attend Docs In Progress educational and professional development programs during the timeframe of the internship (where space is available).
- Mentoring from Docs In Progress staff, including optional sessions on resumes and cover letters and how to make the most of your network.

### **ABOUT DOCS IN PROGRESS**

Visit [http://www.docsinprogress.org/about\\_us](http://www.docsinprogress.org/about_us) for more information.

### **HOW TO APPLY**

Send a cover letter and resume by email to Program Director Andrea Passafiume at [andrea@docsinprogress.org](mailto:andrea@docsinprogress.org). In your cover letter, be sure to detail your qualifications, say why you would like to have this internship, and what you personally would bring to the table.

Qualified applicants will be contacted for a phone or in-person interview.

### **Deadline to Apply:**

Friday, September 6, 2019

*Docs In Progress is an Equal Opportunity Employer.*