

## Development Internship

Photographic Center Northwest 2018-19

### About Us:

Photographic Center Northwest (PCNW) is a nonprofit educational institution facilitating creation, conversations, and experiences of significant photography. Through our 53-credit Certificate Program in Fine Art Photography, classes and workshops; exhibitions; robust schedule of public programs; and publicly-accessible photographic facilities we foster dialogue in the region through the global language of today. After nearly 30 years PCNW still maintains a start-up spirit with a dynamic and fast-paced workplace environment.

### The Position:

PCNW seeks an out-going and motivated Development Intern to assist the Associate Director in planning of PCNW's [2018 Benefit: \*Ways of Seeing\*](#). This event, taking place on Friday, October 5th, is our annual fundraiser and auction that raises approximately 25-30% of our annual operating budget in a single night. The event includes cocktail hour, a seated dinner and dessert, and a silent and live auction of more than 40+ photographs. The Development Intern will be responsible for supporting outreach, marketing, and procurement efforts.

Responsibilities may include but are not limited to:

- Support to development, marketing, and art procurement teams
- In-kind donation procurement as related to auction items and as related to event support
- Admin support, as related to mailings, marketing materials, etc.
- Support with art preview and other related events
- Volunteer coordinating for event

Depending on length of internship and interest of individual additional areas of growth may include strategic analysis of fundraising efforts; implementation of moves management plan; assistance with grant research and writing, and planning and/or support of spring community fundraiser(s).

### To Apply:

This is an unpaid internship but will comply with university standards where undergrad or graduate credit is offered in return. Preference will be given to those who are able to commit 4-5 hours/week and for at least one quarter (10 weeks) but we welcome longer engagement. Interested candidates should submit a cover letter and resume to [opportunities@pcnw.org](mailto:opportunities@pcnw.org) with the subject line: 'Development Intern'. **Rolling deadline, but early applicants will be given preference. Start date is flexible but ideal late August / early September.** Questions can be directed to Terry Novak, Associate Director, at [tnovak@pcnw.org](mailto:tnovak@pcnw.org) or 206-720-7222 ext. 19.