



Individual Giving & Corporate Relations Intern

Outfest is looking for an organized, self-starter who wants to learn about how events, corporate partners, and membership drive a non-profit organization. This is an unpaid internship. Candidate should be a current student or recent graduate.

The intern will assist with administrative tasks vital to the development department operations. Tasks include:

- Assistance in creation and coordination of annual giving and membership campaigns.
- Event coordination
- Corporate sponsor administration
- Additional activities include: assisting both Individual Giving and Corporate Relations in ongoing activities such as member and sponsor communication, documentation of events and activations, and research of potential prospects.

SKILLS/QUALIFICATIONS

- Mac-savvy and able to pick up on new systems
- Detail-oriented
- Able to work independently and collaboratively
- Proficiency with Microsoft Office (Word, Excel, etc) and Google Docs
- Experienced with Filemaker Pro or other databases preferred
- Knowledge of Adobe Creative Suite a plus

Candidates are needed year-round. Must be available to work at least two days a week, between the hours of 11am to 5pm, Monday through Friday.

INTERNSHIP SPECIFICATIONS

Outfest requires a minimum commitment of 10 – 20 hours a week. Internship schedules are variable, and each intern will work with their supervisor to build a schedule that works for them while meeting the needs of the department. Outfest internships may be eligible for college credit.

TO APPLY

Please send a cover letter and resume attention to hiring@outfest.org. Please indicate your internship preference in the subject of your email.

ABOUT OUTFEST

Outfest protects our past, showcases our present, and nurtures our future by fostering artistic expression of gender, sexuality, and LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer) culture and its transformative social impact on the world.

Outfest is the leading organization that promotes equality by creating, sharing, and protecting LGBTQ stories on the screen. Outfest builds community by connecting diverse populations to discover, discuss, and celebrate stories of LGBTQ lives. Outfest has showcased thousands of films from around the world to audiences of nearly a million, educated and mentored hundreds of emerging filmmakers, and protected more than 35,000 LGBTQ films and videos.

Our work is part of an ongoing effort to build a vibrant, affirming, and sustainable LGBTQ community in Southern California and beyond. As a community-based film festival, Outfest Los Angeles focuses considerable resources on building bridges between audiences and filmmakers because of the intense bond of shared cultural experience. Our year-round programs contribute to the creation and longevity of an inclusive and culturally nourished LGBTQ population and a well-educated population of straight allies. Moreover, the filmmakers who participate in our programs today are the next generation of artists who will reflect, interpret, and represent the LGBTQ experience well into the next century.