Mary Bayramian Internship Program

Join the team at the Younes and Soraya Nazarian Center for the Performing Arts and help us in our efforts to reach audiences throughout the San Fernando Valley, engage K-12 students through our arts education program, and collaborate with our donors. Our Mary Bayramian Internship Program provides a unique opportunity for CSUN students to garner hands-on experience in the business of operating a performing arts center. This program is a pre-professional learning experience in which interns work together with our exciting, creative team at The Soraya.

Deadline for Application: September 6th, 2019

Internship period: September 9th 2019 – May 15th, 2020
Maximum 10 hours/week

For application information, please visit thesoraya.org/about/internship or contact Cameron O’Hanlon at cameron.ohanlon@csun.edu or 818.677.8819

The Soraya Donor Relations Intern

The Soraya’s Development Department is responsible for overseeing and carrying out strategies that enable us to identify and invite prospective donors to the Soraya. Current donors include individuals, foundations, and corporations all dedicated to the success of the Younes and Soraya Nazarian Center for the Performing Arts. We seek an enthusiastic individual who is attentive to detail, has a professional aptitude in handling confidential information, and is eager to learn about fundraising.

Duties:
- Assist Development staff with preparation and execution of donor events and receptions.
- Assist with general communications with donors and prospective donors, including mailings and emails.
- Work with Development and Event Management staff to manage event guest lists and input information into the donor management system.
- Other administrative tasks as assigned.

Skills and Requirements
- Excellent written and oral communication skills
- Proficient in MS Office (Word and Excel)
- Ability to work in a fast-paced, team environment
- Ability to be discreet in handling confidential information
- Strong interest in the performing arts a plus
- Note: Interns will be expected to assist at events on occasional evenings and weekends
Arts Education Intern

The Soraya’s Arts Education Department exists to engage, enlighten, and educate the students of the San Fernando Valley. The stellar programming offered at The Soraya will provide a unique opportunity for students to experience multiple performing arts disciplines in state-of-the-art venues by performers of cultures from around the globe. The Arts Education & Outreach Intern will assist the Director of Arts Education to plan, organize, and implement the 2017-2018 Student Matinee & Master Class Series. We seek an enthusiastic and organized individual with a passionate interest in the performing arts and serving our diverse K-12 school communities.

**Duties:**
- Manage communications with teachers/schools for the student matinee program
- Assist in the creation of supplementary educational materials for teachers
- Host schools and students during Arts Education events
- Assist Director of Arts Education on creating and delivering pre-performance workshops for K-12 students.
- Data collection for arts education program evaluation and reporting
- Other administrative and organizational tasks as assigned

**Skills and Requirements**
- Excellent written and oral communication skills
- Highly organized and detail-oriented
- Some experience in K-12 education/teaching a plus
- Strong public speaking skills
- Strong interest in arts advocacy
- **Note:** Interns will be expected to assist at events on occasional evenings and weekends