



GRANTSEEKING INTERNSHIP

Description

The Barbershop Harmony Society is embarking on its first strategy for seeking grants from major foundations, corporations and public sources, and is looking for a qualified intern to support our these grant seeking efforts.

This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in grant research, grant writing, arts management, evaluation and measurement.

Responsibilities

- Support the process of researching potential grant sources.
- Support the process of designing programs and proposals that will be attractive to funders.
- Provide technical support to the grant writing and submission process.

Requirements

The Barbershop Harmony Society is looking for an undergraduate student who is majoring in arts management, nonprofit management or business. This person should have excellent analytical, verbal and written communication skills, and strong skills in online research. along with a keen interest in human behavior and a commitment to building strong and healthy communities. High proficiency with internet search, google docs and google sheets. While involvement with music and singing is not a requirement, it will certainly help you relate to our work and enjoy your time with us.

Internship Outcomes

At the end of this internship:

- you will understand how a growing, forward thinking arts organization conducts institutional philanthropy;
- you will have conducted specific information gathering aspects of that work;
- you will have written and edited grant submission materials



HOW TO APPLY

The Barbershop Harmony Society is pleased to offer a variety of internships to those wishing to experience the inside world of a not-for-profit business. Interested candidates are invited to submit a letter of interest and résumé. You must apply online to be considered. Résumés sent by email or mail are not considered applications.

Apply online:

<https://barbershopharmonysociety.submittable.com/submit/112185/2018-barbershop-harmony-society-internship>

Barbershop Harmony Society
Megan Tankersley, Internship Manager
110 7th Avenue N.
Nashville, TN 37203

Because this is an internship, you may discontinue the internship at any time for any reason, and the Barbershop Harmony Society may discontinue the internship for any reason not prohibited by law. There is no guarantee of continuous employment because of your volunteer work with us. As an intern, you will not be a company employee. Therefore, you will not receive a salary, wages, or other compensation. In addition, you will not be eligible for any of the employee benefits that company employees are entitled to, including, but not limited to, health insurance, vacation or sick leave, paid holidays, or participation in the BHS retirement plan. During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you must adhere to our confidentiality policy. In addition, upon conclusion of your internship, you must return all company-owned property, equipment, and documents, including electronic mail or other information.