



Job Description: Development Intern at August Wilson African American Cultural Center (AWAACC)

The August Wilson African American Cultural Center (AWAACC) is a vibrant hub for storytelling, learning, and cultural exchange, celebrating the African American experience and the rich culture of the African diaspora. Situated at the gateway to Pittsburgh's Cultural District, AWAACC hosts dynamic programs, events, and exhibitions that reflect the enduring legacy of August Wilson.

This internship provides a unique opportunity to gain hands-on experience in writing, nonprofit development, fundraising, event coordination, and content creation while supporting AWAACC's current programming and initiatives.

Internship Dates:

June 2025 to August 2025 (dates are flexible)

Supervisor:

Chahni Peebles, Director of Corporate Partnerships

Responsibilities Include:

Supporting Current Programming and Events:

- Attend AWAACC events such as *AWCommunity Days*, *TruthSayers Series*, *Lit Fridays*, *Hip-Hop Camps*, etc., offering feedback on program objectives, engagement, and marketing materials.
- Draft compelling copy for program descriptions, stories, and impact summaries for use in fundraising and marketing efforts.
- Collaborate with the Development and Marketing teams to create engaging content, including social media posts, email campaigns, and promotional materials that highlight AWAACC's programs and impact.
- Assist with survey collection and data logging at key events, contributing to the evaluation of audience impact and engagement.

Pittsburgh International Jazz Festival (PIJF):

Maintain the PIJF tracking document, detailing sponsor benefits, activation plans, and marketing deadlines; update sponsor records in the Tessitura database as needed.

- Collaborate with the Development and Marketing team to create sponsor-focused materials, such as benefit overviews, deliverable timelines, and promotional assets.
- Initiate sponsor outreach via email communications, providing relevant materials and coordinating meetings.

Development and Fundraising:

- Assist in planning and executing *Sponsor Appreciation Days*
- Support cultivation events by creating invitation copy, event materials, and donor engagement pieces.
- Collaborate with the Development and Marketing departments to produce content that demonstrates the impact of donor contributions and highlights opportunities for future engagement.

What You'll Gain:

- Practical experience in creating content and materials that bridge fundraising and marketing efforts.
- Hands-on experience in nonprofit development, event planning, and storytelling for impact.
- Insight into strategies for promoting large-scale events like the *Pittsburgh International Jazz Festival*.
- The opportunity to contribute to AWAACC's mission and engage with the Pittsburgh arts community.

Join AWAACC in making an impact and inspiring connections through the arts!

To apply, please submit your resume and a cover letter detailing your interest in the internship, to cpeeples@awaacc.org. Be sure to indicate your availability for interviews and any relevant experience in your application materials.

Application Deadline: April 18

If you have any questions, please feel free to reach out to our Director of Corporate Partnerships, Chahni Peeples, at 412-930-0746 or cpeeples@awaacc.org.