



Internship Program Application

Development & Marketing | Spring 2026

Location: Downtown Dallas Arts District

Schedule: Part-time, flexible; partial Tuesdays – Thursdays in-office

Dates: March – July 2026 (with potential to extend)

Compensation: Unpaid, college credit available

About TACA

TACA's mission is to fuel a vibrant arts community for Dallas by providing grants and professional development programs for arts organizations and leaders. We partner with more than 50 nonprofit arts organizations each year and play a catalytic role in advancing culture across North Texas.

As a TACA Intern, you will join a small, passionate, and collaborative team working to elevate the arts. You'll gain invaluable experience in arts administration while contributing directly to programming, fundraising, and communications that power Dallas's creative sector.

What You'll Gain

- Professional experience in an arts nonprofit environment
- Hands-on training with tools like Blackbaud Raiser's Edge NXT and Mailchimp
- Mentorship and collaboration with experienced team members
- Networking with donors, artists, and community leaders at TACA events
- Opportunities to attend local performances
- Resume- and portfolio-building experience

Available Positions

Development & Marketing Intern

Reports to: Development Manager & Communications Manager

Ideal for: Students interested in communications, nonprofit marketing, or fundraising

Key Responsibilities:

- Maintain and update donor records in CRM (Blackbaud's Raiser's Edge NXT)
- Draft donor acknowledgment letters and enter gift data
- Assist with large-scale campaign and event mailings
- Support execution of key events (e.g., Masquerade, Silver Cup Luncheon)
- Research and compile cultural dates for a content calendar
- Create reusable social media templates for Reels & Stories
- Monitor and engage with grantee social media content
- Organize and maintain digital media assets, creating structured folders with properly labeled photos and videos
- Archive duplicate or outdated files to ensure a streamlined, accessible media library
- Help build email campaigns using Mailchimp

Qualifications

- Currently enrolled undergraduate or graduate student (sophomore standing or above)
- Major in arts, nonprofit management, communications, marketing, or a related field
- Strong writing and communication skills
- Organized, dependable, and eager to learn

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Comfortable navigating and creating content for major social media platforms including Instagram, Facebook, and LinkedIn
- Bonus: Experience with Asana, Canva, Photoshop, or CRM tools like Raiser's Edge

Frequently Asked Questions

Q: Is this internship paid?

A: No, but we provide college credit and a valuable experience for your resume and network.

Q: Can I apply if I don't have nonprofit experience?

A: Yes! We're looking for students who are eager to learn and passionate about the arts.

Q: What's the dress code?

A: Business casual, with professional attire for events.

Q: Is Tuesday to Thursday in-office mandatory?

A: Yes and no. A few hours one of these days is required; however, coming in all three days is not.

How to Apply

Email the following to info@taca-arts.org with subject: Spring 2026 Devo Internship – [Your Name]

1. Resume
2. Brief cover letter, academic background, and availability
3. Optional: Writing sample or portfolio

Deadline to apply: March 6, 2026

Internship begins: Week of March 16, 2026

TACA is an equal opportunity organization and encourages students of all backgrounds and identities to apply.