

The PULSE Summer Internship Program 2014

Overview

PULSE intends to host up to three interns for the summer of 2014 with a view to covering different aspects of the organization's work, namely fundraising, organizing the creative community, and helping develop the TV show, *MNL*.

In short, they will help in the growth of an organization that aims to serve Manila's creative community. For more information about PULSE, please visit our website: <http://pulse.ph>

Scope of Work

Our **fundraising intern** will assist in fundraising/donor research, help draft grant proposals, sit in on board and investor/donor meetings, and help develop strategies to develop and expand our institutional capacity in that regard. This intern will come away with a better understanding of the full cycle of non-profit fundraising: from the initial research, pitch, execution and follow up.

Our **intern for creative community organizing** will help represent PULSE at cultural/creative events, attend meetings with community stakeholders, and develop strategic ways to engage with and organize the creative community based on our prospective Manila arts and culture events calendar and other available information. The intern may be asked to assist one of our partners with her upcoming July exhibition. At the end of the internship, this intern should have a clearer understanding of the intricacies of organizing communities and creating buy-in from key stakeholders. Also, it's a fantastic introduction to Manila's creative scene.

Our **production intern** will assist Rovaira in her capacity as *MNL*'s producer, where the intended intern will be exposed to different aspects of successfully running a television production. It is project management at its core, learning to handle all the different components of production such as, but not limited to: collaborating on the creative content with the writers, managing the budget and developing new sponsorships with the producers, and reviewing scripts and story lines with the cast.

Time

The internship will last approximately 6-10 weeks, depending on internship requirements set by the relevant college internship program. The schedule will be set in consultation with the applicant, but will involve a week of orientation and a week of debriefing.

Housing

We will be able to help our interns find housing in Manila though it is expected that participants be able to pay for their own summer accommodations.

Funding

This is an unpaid internship, but we will work with applicants in preparing proposals for funding, such as an internship stipend, from their college/university.

Have questions? Please email rovaira@pulse.ph