

# TheatreWorks

## SILICON VALLEY

### DEVELOPMENT INTERNSHIP

Development interns experience valuable, hands-on insight into the structure and management of a large, nonprofit arts organization. TheatreWorks' Development Department generates approximately \$3 million in contributed income from more than three thousand donors annually.

Development Interns report to the Associate Director of Development and work closely with a six person team. Interns are celebrated as integral team members; therefore, they are included in departmental meetings, strategy sessions, and donor events.

This internship is recommended for those interested in management, nonprofit development careers, and theatre development.

#### **Responsibilities may include:**

- Supporting a 6-person development staff with special events, donor cultivation, stewardship, and overall fundraising
- Supporting general communications with donors, volunteers, and vendors
- Researching and writing donor newsletters, annual reports, and other related publications
- Researching institutional and individual resources
- Partnering with special events manager on select projects
- Maintaining up-to-date inventories for printed material and event supplies
- Maintaining photo archives and scrapbooks of development events
- Maintaining institutional and individual donor records, including data management in Tessitura database

#### **Skills**

A creative eye, excellent communication skills (writing, phone, and event presentation), personal presentation, detail orientation, impeccable interpersonal skills, service-minded orientation, computer savvy in Microsoft Office and Tessitura (not required), experience in theatre arts a major plus.

#### **Dates/Hours**

While scheduling is flexible with each candidate, typical schedules are: Summer interns work full time and for a minimum of 6 weeks. Average schedule is 20-30 hours weekdays and 10 hours evenings/weekends at events. Fall/Winter/Spring interns may work part time if desired for a minimum of 12 weeks. Average schedule is 10-15 hours per week plus 10 hours evenings/weekends at the events. Specific scheduling is arranged with the Associate Director of Development.

**APPLICANTS SHOULD SUBMIT**

- Application Form
- Cover letter
- Resume
- Letter of recommendation