

TheatreWorks

S I L I C O N V A L L E Y

SPECIAL EVENTS INTERNSHIP, DEVELOPMENT

TheatreWorks special events include major fundraisers, Opening Night festivities, the annual Season Release party, the New Works Festival, cultivation activities, and donor celebrations. Larger events, such as our annual fundraising gala, require months of preparation and logistical support for over 300 guests, while others events may include intimate receptions for 20 VIPs in the theatre balcony preceding a show. Combined, we produce more than 50 unique events annually. As one of the largest professional, nonprofit theatre in Silicon Valley, our events reach nearly 100,000 people per year and span dozens of spaces across the Bay.

The Special Events intern serves as fully included team member, which means they participate in regular team and organizational meetings, strategy sessions, and special celebrations. This internship prepares participants to plan a variety of events with a variety of audiences while exploring the inner workings of a multi-million dollar development office. In this role, interns acquire skills in fundraising, budgeting, collaboration, communication, and project management. In addition, interns celebrate full access to the multitude of artistic experiences and departments working together to impact the Bay with award-winning theatre.

Responsibilities

The special events intern will report to the Associate Director of Development and support the Events Manager along with a five-person Development team through event-based donor cultivation, stewardship, and fundraising events.

- Mailings: Write copy for invitations, edit proofs, track and coordinate print procedures
- Track and process RSVPs in partnership with detailed and strategic reporting
- Maintain up-to-date inventories for printed material and event supplies
- Communication with vendors, hosts, volunteers, and venue staff
- Serve as an onsite contact and coordinator for Festival Lounge and opening nights.
- Maintain event files and Tessitura entries as needed
- Transfer of event materials between event site and storage space
- Maintain storage inventory

Skills

A creative eye, excellent communication skills (writing, phone, and event presentation), detail orientation, ability to work effectively with volunteers, service-minded orientation, computer savvy in Microsoft Office and Tessitura (not required), experience in theatre arts preferred.

Dates/Hours

Summer interns work full time and for a minimum of 6 weeks. Average schedule is 30 hours weekdays and 10 hours evenings/weekends at the events. Fall/Winter/Spring interns may work part time if desired for a minimum of 12 weeks. Average schedule is 16-20 hours per week plus 10 hours evenings/weekends at the events. Specific scheduling is arranged with the Special Events Manager.

APPLICANTS SHOULD SUBMIT

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