



## **DEVELOPMENT INTERNSHIP**

Grand Rapids Civic Theatre is committed to enhancing the cultural life of West Michigan by creating opportunities for people to enjoy live theatre performance using community artists, and to provide access to a comprehensive theatre arts education program for all ages. Interns will have a wide array of exposure to development tasks and see how this department of Civic Theatre raises support through donations, sponsorships, community support, and events.

### **RESPONSIBILITIES | TASKS**

- Assist with database and contact management systems
- Provide support on development projects, including but not limited to membership mailings, newsletters and season promotions
- Focus on development events and logistics
- Donor research

### **BACKGROUND REQUIRED**

- Strong written and oral communication skills
- Computer skills, including Microsoft Office
- Problem-solving, organization and time management skills
- Strong attention to detail
- Ability to work in a collaborative setting as well as independently
- Previous event planning and marketing experience preferred

### **HOURS AND COMPENSATION**

Internship will run on a semester basis, with hours needed to fulfill requirements for college credit. Position may include some evening and weekend activities on occasional basis. This is an unpaid position; internship must be completed for college credit.

### **APPLY**

To apply for this position, please send cover letter, resume, and writing sample to McKenzie Rounds, Development Assistant at [m.rounds@grct.org](mailto:m.rounds@grct.org).