

history theatre

History Theatre entertains, educates, and inspires through creating, developing, and producing new and existing works that explore Minnesota's past and the diverse American experience. Its work provides a unique lens which links our past to the present, explores our common heritage, and illuminates our understanding of what it means to be American.

POSITION TITLE Development (Fundraising) Administration Intern

POSITION SUMMARY

Assist the Development Manager and Development Assistant with day to day operations of the development office throughout the season.

RESPONSIBILITIES

Assist the Development staff with day to day tasks. The internship is flexible and would be crafted towards the relevant work experience or interests of the intern. The responsibilities could include grant research, archival work, and centralizing board histories, collecting collateral from other local, national, or international theatres and arts organizations.

QUALIFICATIONS

- Computer literate with excellent written and verbal communication skills
- Experience with Microsoft Office required any database experience is a plus.
- Assist in proofreading proposals and grant applications.
- Provide clerical support (filing, photocopying, typing, data entry, etc.)
- Focused and high attention to detail.
- Friendly, outgoing, and service oriented; have the ability to make phone calls in a pleasant manner.
- Comfortable in an environment that might require flexibility and adaptability.

VALUE TO THE INTERN

Interns will learn about the inner workings of the Theatre and gain experience with strategies and tactics around fundraising and individual and institutional giving campaigns. Interns may arrange to receive educational credit at an institution such as a college or university.

Complementary tickets to History Theatre productions will also be given as part of the internship.

TIME COMMITMENT & ADDITIONAL INFORMATION

This internship is available Summer, Fall, and Spring. Candidates should be able to commit at least 8 consecutive weeks for 10-20 hours per week. The schedule will shift depending on needs and the events.

Parking and transportation costs are the responsibility of the Intern.

CONTACT

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