

## **DEVELOPMENT INTERN**

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**Status:** Internship

**Length:** May 28 - August 21, 2022

**Reports to:** Individual Giving and Operations Manager

**Salary:** \$560 per week + housing provided

### **ABOUT WESTPORT COUNTRY PLAYHOUSE**

Westport Country Playhouse sits on Paugussett and Wappinger land.

Through theater, we make connections between audience and artist, across time and distance, mentor and student, and within our community. Westport Country Playhouse is a non-profit that produces work from playwrights, actors, directors and designers from all backgrounds, entertaining audiences and exploring issues along the way. Through our New Works Initiative, we provide support and funds towards the development of new voices and new works. There are no boundaries to the creative thinking or the kinds of audiences we seek and excitement for theater that Westport Country Playhouse can build.

### **ANTI-RACISM STATEMENT**

We resolve to place anti-racism at the center of our work. We are committed to holding ourselves accountable to short and long-term goals, while realizing that this work has no endpoint and will evolve and change. We acknowledge that this is an educational process for which we ourselves are responsible.

### **THE POSITION**

The **Development Intern** serves as assistant to the development department, which encompasses special events and working with donors. The Development Intern assists all aspects of the development department, including planning and implementation of donor cultivation events and other fundraising activities, research individual and institutional donor prospects, gift entry and database administration, and assists with administrative functions and maintaining fundraising data for the organization. This position may include evening and weekend work as needed.

### **ESSENTIAL FUNCTIONS**

- Manage and enter all donation information into Tessitura, ensure accuracy of daily gift reconciliation and financial controls with finance department
- Prepare and mail all gift acknowledgements on a daily basis
- Conduct research into individual and institutional giving prospects for the Managing Director and Director of Development
- Assist and provide hospitality during all special events, including the donor lounge and pre-show events during preview weeks
- Assist development staff with daily operations
- Maintain department expenses and budgets
- Monitor inventory of office and event supplies
- Compile season program listing and assist with proofreading for printed and digital communications

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong attention to detail, with demonstrated project management, organizational, and research abilities including analyzing large volumes of information from disparate sources and synthesizing it in cogent and concise written form. Please type the word “Playhouse” at the top of your resume before submitting your application.
- Flexible and adaptable to a fast paced, evolving work environment; ability to prioritize work, manage multiple tasks, and meet deadlines in a time-constrained environment
- Strong writing and interpersonal skills
- Professionalism, maturity, and an ability to work with confidential information
- Ability to understand and work with financial information and standard office software, including Microsoft Word, Excel, and Powerpoint

## **SPECIAL COVID FACTORS**

- This position will be in-person at the Playhouse three days a week and the remaining time will be work from home. However, this is contingent upon our COVID protocols, that are subject to change. If we return to Shelter-in-Place, then we will work remotely, if necessary. Your supervisor will contact you if our status changes.

- **All Westport Country Playhouse employees are required to provide proof of complete COVID-19 vaccination AND proof of a booster dose** (for those eligible as defined by Center for Disease Control and Prevention ([CDC](#)) guidelines). If you are selected to be a part of the Woodward Internship program, you will be required to provide proof of vaccination against COVID-19 to the Director of Education and Community Engagement electronically no later than May 1, 2022.
- Should working remotely be required and you do not have access to a computer, one can be provided for you.

## **YOU SHOULD APPLY**

The Playhouse is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

## **HOW TO APPLY**

- Complete application [here](#)
- No phone calls or drop-in visits, please.
- Questions, email [education@westportplayhouse.org](mailto:education@westportplayhouse.org)