

## **Development/Arts Administration Internship**

For Fall Semester 2017, ZACH Theatre seeks one intern who will work closely with the Special Events Manager and Individual Giving Manager to learn and support special events management, growth and maintenance of donor relationships, benefit fulfillment, and gift processing. This internship is ideal for those with an interest in non-profit fundraising and arts administration.

**Dates:** Part Time (20+ hours/week); August 14–December 15; Schedule will be agreed upon based on applicant's availability. Some evenings and weekends required.

**Internship Program Qualifications:** BA preferred. Minimum 1 year college required. Strong candidates will have excellent verbal and written communication skills, should work well independently and collaboratively, have superior attention to detail, and a professional and personal demeanor.

**Additional Information:** In addition to the completed application, candidates should also submit the following

- A. Current resume including education experience
- B. A personal statement explaining why you're seeking an internship at ZACH Theatre and what you hope to gain from the experience. Be sure to answer the following questions in your personal statement:
  - Why are you interested in an internship at this time? Why have you chosen to apply for an internship at ZACH Theatre?
  - What qualities, skills and interest make you the best candidate for this internship?
  - What are your career goals? How does an internship at ZACH Theatre help you to achieve them?
- C. Your availability for an internship (dates, days and times)
- D. Two professional references with contact information
- E. Two-page work sample (curriculum, proposal, or any other professional writing sample)

**HOW TO APPLY:** Please complete the online application [here](#) and email your resume and cover letter to [interns@zachtheatre.org](mailto:interns@zachtheatre.org). Please include your name and area of interest in the subject field.