



Quantum Theatre

Development Internship Quantum Theatre

General Description:

Quantum Theatre, one of the oldest continuously operating site-specific theatres in the country, is seeking a Development Intern eager to develop their skills in a hands-on way and to expand their knowledge of nonprofit fundraising. Quantum theatre transforms sites across Pittsburgh such as abandoned swimming pools, historic churches, and vast warehouses, converting them into theatre spaces. Quantum's works explore universal themes of truth, beauty, and human relationships in unexpected ways.

Internship Requirements:

- Able to work a minimum of 12 hours per week.
- Currently enrolled in undergraduate or graduate school in a related field.

Duties

- In partnership with Development Manager, develop and execute a multi-step annual fund campaign including direct mail and email elements.
- Work in database to target and track new donor acquisition, conversions of LYBUNTS and SYBUNTS, and performance of individual solicitations.
- Collaborate with Quantum staff in execution of pre-show audience engagement events, promotion planning, and supporting partnerships.
- Aid in the promotion and planning of Quantum's annual Q Ball benefit, held in April 2020. Take leadership of the annual silent auction, raising approximately \$10,000 per year.
- Benchmark subscriber and donor benefits against other organizations.
- Draft acknowledgement letters, ensure both individual and institutional donors receive promised benefits and are properly acknowledged.
- Additional projects as dictated by the interests and abilities of candidate and Quantum's needs.

Qualifications

- Excellent verbal and written communication skills.
- Detail oriented and highly motivated.
- Proficiency with Microsoft Office Suite.
- Experience with Patron Manager and Microsoft Publisher a plus.

This is an unpaid internship, but Quantum Theatre will complete paperwork for Federal Work Study

To apply: Send resume and cover letter to surist@quantumtheatre.com no later than September 4, 2019. Interviews will begin on a rolling basis August 30th with a decision no later than September 11th for fall semester and full year placement.