



Quantum Theatre

# Development Internship

## **General Description:**

Quantum Theatre, the oldest continuously operating site-specific theatre in the country, seeks a Development Intern eager to develop their skills in a hands-on way and to expand their knowledge of nonprofit theatre fundraising.

## **Internship Requirements:**

- Able to work a minimum of 10 hours per week and at least 4 hours in-person.
- Currently enrolled in undergraduate or graduate school in a related field.

## **Principal Duties**

- In partnership with Development Manager, develop and execute a multi-step annual fund campaign including direct mail and email elements.
- Lead Quantum's November 30 Give Big Pittsburgh (Day of Giving) campaign, with promotion over email and social media channels.
- Work in database to target and track new donor acquisition, conversions of LYBUNTS and SYBUNTS, and performance of individual solicitations.
- Update database to ensure consistency and quality of donor records.
- Collaborate with Quantum staff in execution of pre-show audience engagement events, promotion planning, and supporting partnerships.
- 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 required. Intermediate or Advanced Excel a plus
- Experience with Patron Manager, Adobe Suite, or Emma Email a plus.

**Quantum Theatre is proud to be an Equal Opportunity Employer. Quantum does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.**

**To apply:** Send resume and cover letter to Executive Director Stewart Urist, [surist@quantumtheatre.com](mailto:surist@quantumtheatre.com), no later than September 10, 2021. Interviews will begin on a rolling basis September 10<sup>th</sup> with a decision no later than September 17<sup>th</sup> for fall semester and full year placement.

*Please note that this is an unpaid internship, but that Quantum Theatre will complete any necessary paperwork for Federal Work Study or College credit.*

Now celebrating its 30<sup>th</sup> Anniversary, Quantum Theatre transforms unusual spaces across Pittsburgh such as abandoned swimming pools, historic churches, and vast industrial sites, converting them into homes for its site-specific productions. This summer it presented *The Current War* in Westinghouse Park, Pittsburgh's first live theatrical production since the beginning of the pandemic, and *An Odyssey* in Schenley Park's Ice Skating Rink. Lucy Kirkwood's *Chimerica* will run November 27 – December 19 and the season will conclude with *Plano*, by Will Arbery, April 1 – 24.