

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 Events Intern**

POSITION SUMMARY

Assist the Development Manager and the Development Assistant with fundraising and donor cultivation events throughout the season.

RESPONSIBILITIES

Assist with planning, coordination, and execution of events by working with the development staff to implement event strategies. Responsibilities would include researching, scheduling, and helping with set up and clean up. Be able to trouble shoot problems quickly and calmly while representing History Theatre with professionalism.

Events would include but are not limited to:

Annual Benefit: which include a live and silent auction, entertainment, and dinner.

Preshow Dinners: with games and themed events.

Post-Show Receptions: an invitation only event once per show. Held onstage with cast and crew.

Dinners: ranging from board member dinners to special events as needed.

QUALIFICATIONS

- Must be able to lift 50lb and able to stand and walk for extended periods, and also to climb stairs.
- Experience with Microsoft Office Suite, particularly Publisher and/or Illustrator.
- Focused and high attention to detail.
- Friendly, outgoing, and service oriented; have the ability to make donors and patrons feel welcome and answer questions in a pleasant and professional manner.
- Comfort with making phone calls preferred.
- Have the ability to take direction and work as part of a team or independently.
- Be 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 event planning. 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. This position offers flexible scheduling and a fun work environment. Parking and transportation costs are the responsibility of the Intern.

CONTACT

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