



Position: **Development Intern**
Department: Development
Reports to: **Director of Development**
Status: Non-paid, Average of 10-15 hours per week (varies)

Milwaukee Rep's Development Department is offering administrative internships for upper level college students and recent graduates who are pursuing careers in professional theater or non-profit administration. Interns have the opportunity to work directly with the Development team and other departments throughout the company. Interns will learn the various strategies and tactics needed for successful fundraising at a major regional theater company. Summer, semester-long or full season positions are available.

Job duties may include:

- Research of corporate, foundation, and individual funders
- Preparation of grant proposals, newsletters, and other department communications
- Assist in the planning and execution of donor stewardship events and the annual Curtain Call Ball
- Analysis of donor giving trends
- General office support
- Data entry in the fundraising database Tessitura
- Other project duties as assigned

Preferred Qualifications:

- Interest in non-profit/arts administration
- Strong written and oral communication skills
- Proficiency in Microsoft Office, including Word, Excel, Outlook, PowerPoint
- Attention to detail
- Self-starter
- Ability to multi-task

This is an unpaid internship position that can be used for college credit if requested. Regularly scheduled hours preferred. Interns will receive complimentary tickets to Rep productions throughout the duration of the internship. Please send resume and cover letter to Amy Dorman, Director of Development at adorman@milwaukeeep.com. **Applications are accepted on an ongoing basis.**