



## Development Intern Position Description

### Overview

The Development Intern provides essential administrative, logistical, and on-site support for the Harris Theater's fundraising operations and special events during the 2022-23 season. The Development Intern will report to the Development Coordinator, with opportunities to gain valuable experience in development operations and donor stewardship.

### Primary Responsibilities

- Database Management:
  - Participate in data integrity projects including biographical and address updates, event participation, merges, and inactivation processes in Tessitura
  - Maintain internal electronic and paper files of gift information, donor correspondence, and departmental collateral
  - Assist with gift entry and acknowledgment letter creation
  - Assist with building segmentations for direct appeals and follow-up communications
- Collateral and Direct Mail:
  - Support for in-house direct mail campaigns
  - Assist with appeal and stewardship mailings including segmentation management, delivery, and reporting
- Grant Writing:
  - With the guidance of the Grants and Evaluation Coordinator, assist on general operating grant applications and reporting
- Event Support:
  - Assist Development team in placing day-of premiums or event information on seats
  - Collaborate to prepare VIP guest tickets for distribution
  - Provide on-site support for events, including donor check-in and ticket distribution
- Other special projects as discussed

Undergraduates or recent graduates with a strong interest in the arts and the desire to pursue arts fundraising as a career are encouraged to apply. The ideal candidate for this position is organized and detail-oriented, with excellent communication skills and the ability to thrive in a fast-paced environment.

### Internship Details

- September 2022 through December 2022, with the opportunity to extend
- 15-20 hours per week; Monday – Friday (flexible hours)
- Some nights and weekends required for event support
- \$15.40 per hour

To apply, please email a cover letter and resume to [support@harristheaterchicago.org](mailto:support@harristheaterchicago.org) with "Development Intern" in the subject line.