

**Development/Special Events Internship**  
**Development Department**  
**Summer-Fall 2010**

The Development Internship is designed for individuals interested in learning more about the field of resource development, with a concentration on special events. The ideal candidate for the internship will have exceptional organization, communication and interpersonal skills.



**Peter C. Brosius**  
Artistic Director

**Gabriella C. Calicchio**  
Managing Director

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**Activities**

- Assist with the coordination and implementation of special events within the development department. These events include: Curtain Call Ball (Sept. 11, 2010), and An Evening with Kate DiCamillo (June 2, 2010)
  - Learning outcomes: event planning, communication skills, team work, problem-solving, attention to detail, and time management.
- Research and secure vendors to provide services and supplies for events when needed.
  - Learning outcomes: research, database understanding and vendor relations.
- Identify, work with, and guide volunteers assisting at The Curtain Call Ball.
  - Learning outcomes: volunteer development and leadership.
- Solicitation and acceptance of silent auction donations. This could include assistance with solicitation mailings, entering donations into Auction! (software that tracks our items), research on possible new donations, and assisting the silent auction committee in the collection & presentation of the items.
  - Learning outcomes: fundraising strategies/implementation, communication skills and interpersonal relations.
- Input data, database clean-up and creation of reports for department.
  - Learning outcomes: database management and analysis of data.

**Requirements**

To ensure an optimal experience for the intern, the following is expected of the intern:

- A regular work schedule of 16-20 hours per week. The start date is negotiable for the month of May and will run through the middle/end of September. Must be able to attend the Curtain Call Ball on September 11<sup>th</sup>.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Strong organizational skills.
- Good interpersonal communications skills.
- Ability to work independently and as part of a team.

**Travel and Expense Allowance**

To assist the intern with the costs associated with travel and other internship related expenses (e.g. appropriate event attire), CTC will provide a \$500 stipend for 16 weeks of service. If internship time is extended past the original 16 weeks, the stipend amount will be raised appropriately.

**To Apply**

Please e-mail a cover letter and your resume to Laura Waller, [lwaller@childrenstheatre.org](mailto:lwaller@childrenstheatre.org) by May 30, 2010.