

## Development Intern

As an intern of the Center City Opera Theater, you will work as an ambassador for opera and the live performing arts in Philadelphia. In addition, you will be cultivating an active interest in the Center City Opera Theater's intimate productions in Philadelphia's premier performance venue, the Kimmel Center for the Performing Arts and our cutting-edge arts education program. The Center City Opera Theater offers up to three development internships per year. The development intern is under the general supervision of the Center City Opera Theater's General & Artistic Directors. You will also be assisting our Education Director. This position is part time and uncompensated.

### Responsibilities:

- Update existing foundation and grant databases/materials. Create project management timeline by which grants must be completed, adhering to strict deadlines.
- Update existing grant materials and research new opportunities.
- Create grant rough drafts that will be submitted to internal auditor and Artistic Director for final approvals.
- Analyze internal ticket data for potential major donors and sponsorships.
- Research Philadelphia Blue Books to identify potential donors and sponsors.
- Assist in the creation and implementation of Annual Fund materials.
- Assist the General & Artistic Director in the stewardship and solicitation of major donors and prospects.
- Assist in the fulfillment of donor benefits.
- Assist in fundraising and cultivation events

### Requirements:

- 2-3 days a week; hours flexible & TBA.
- Ideal candidate will be a strongly motivated, creative self-starter, who is not afraid to ask questions. Outgoing, affable, highly analytical, energetic and flexible, able to work in a fast-paced environment and maximize resources. Good proof reading skills. Dependable, efficient and timely.
- Strong communication skills (oral and written) with considerable attention paid to detail.
- Database skills (MS Access) are beneficial.
- Highly proficient with MS Office, specifically Excel.
- Knowledge of the arts and/or opera is preferred.
- Minimum qualifications: current college junior or senior pursuing a degree in business, marketing, communications, journalism or industry-related major with emphasis in arts management.

Interested candidates should send email a cover letter, resume and the names & phone numbers of at least three references to [info@operatheater.org](mailto:info@operatheater.org).