

Book-It Repertory Theatre Internship Opportunity – Development Department

The Book-It Repertory Theatre Development Department seeks an individual looking for hands-on experience in the world of fund-raising and professional theatre. The intern will be mentored by Book-It's Director of Development and Development Associate to help her/him/them increase her/his/their skills and get practical experience in the theatre as a whole. Book-It Repertory Theatre is searching for a reliable, self-motivated, committed individual who has acquired basic skills but wishes to enhance her/his/their learning, their résumés, and their experience.

Focus of Activity

- Grants management: Research and writing
- Special events: Identification of sponsors and development of promotional materials
- Project management: Assist in organizing new program for youth and seniors

Part-time: 15 – 20 hours/week

Transportation stipend: \$300-\$400/month depending on hours

To apply, send a cover letter and resume to development@book-it.org

Deadline for submission is September 15, 2017.