

NORTHLIGHT THEATRE

Northlight Advancement Intern

Job Title: Advancement Intern
Dates: Summer 2019: June 17 - August (dates can be flexible)
Pay: Internship is unpaid
Deadline to apply: Monday, May 6 2019

Overall Description: Working under the supervision of the advancement team, the advancement intern will perform a variety of tasks relating to raising funds for Northlight Theatre.

The Internship Experience Includes:

- Opportunities to interface with Northlight Theatre staff in all departments, including Artistic Director B.J. Jones and Executive Director Tim Evans.
- One-on-one meetings with selected professionals in Chicago theatre for Q&A and networking upon request.
- Attend and participate in all internal meetings.
- Discounts and complimentary tickets to professional productions in Chicago.
- Attending Northlight Opening Nights. (*Fall and Spring only*)

Responsibilities include but are not limited to:

- 15-20 hours weekly; days/times flexible
- Assist with the planning and execution of all donor, fundraising, and cultivation events throughout the year.
- Assist in regular donor communications, including eblasts, appeal mailings, and event invitations.
- Enter donor information into CRM software eTapestry, and assist in donor acknowledgement.
- Track donor campaigns and enhance our stewardship effort.
- Assist in researching new funding opportunities.
- Research and share best practices in fundraising strategies for the arts.

Skills & Requirements:

- Excellent writing, researching, communication and organizational skills are essential. Must have familiarity with Microsoft Office Suite, with specific experience working with Microsoft Excel. Undergrads and recent graduates with an interest in not-for-profit management, fundraising, and the arts should apply.

To Apply:

Visit Northlight Theatre's website at www.northlight.org/internship to fill out the application. Thank you!