

# NORTHLIGHT THEATRE

## Northlight Advancement Intern

**Job Title:** Advancement (Development) / Event Planning Intern

**Dates:** Summer 2020: June 1, 2020 - August 28, 2020

**Pay:** \$150 stipend

**Deadline to apply:** March 13, 2020

**Overall Description:** Working under the supervision of the Director of Advancement, the advancement intern will perform a variety of tasks relating to raising funds and planning donor events 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 meeting with selected professionals in Chicago theatre for Q&A and networking upon request.
- Attend and participate in all internal meetings including weekly meetings with advancement and staff and audience engagement meetings which typically occur bi-monthly.
- Discounts and complimentary tickets to professional productions in Chicago

### Responsibilities include but are not limited to:

- 15-18 hours weekly; days/times flexible
- Assist in planning of the annual gala with the following responsibilities:
  - Silent auction management including donor communications, follow-up, and tracking
  - Gala Committee engagement
  - Guest management and data entry for Board of Trustees guests
  - Creation of event-related materials
- Assist with the planning and execution of all donor, fundraising, and cultivation events throughout the year, including Opening Nights and donor receptions.
- Provide administrative assistance for the current capital campaign.
- Provide administrative assistance with day-to-day advancement duties, including data entry, filing, and mailing assembly.

### Skills & Requirements:

- Excellent communication skills and comfort interacting with donors are essential. Must have exceptional attention to detail and organizational skills. Event planning experience or interest preferred. 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.

### Important Dates:

- Summer fundraiser in July. Date TBD

### To Apply:

Visit Northlight Theatre's website at [www.northlight.org/internship](http://www.northlight.org/internship) to fill out the application. Thank you!