



Center for Puppetry Arts Development Internship

The Center for Puppetry Arts seeks an intern to assist the Development department in day-to-day activities. This internship would provide the intern valuable, real-world experience as well as providing the Center with additional manpower.

The intern would work at least 15 hours per week during the current quarter/semester, for a minimum of 150 hours. Those hours may be worked in any combination at the discretion of the intern and the supervisor.

The intern must be organized and detail-oriented, possess strong writing, computer and phone skills and be working toward an applicable major with a GPA of at least 3.0. This position is perfect for an individual interested in fundraising, event planning and/or grant writing.

The intern will be an integral part of the Development department, and as such, their ideas and input will be valued.

Compensation will be items produced that the intern can add to their portfolio, as well as real-world work experience. In addition, the intern will receive 4 free tickets to all family performances and 2 free tickets to all adult performances during their internship, as well as a 20% discount in the Center's Museum Store. Interns completing the full requirements of the internship will receive a \$200 stipend.

At the end of the internship, the intern must fill out a written evaluation of the program and the intern's supervisor will fill out a written evaluation of the intern's abilities and progress. The supervisor can be used as a reference for future job searches.

The main duties of the intern will be:

- Assist with the writing and production of fundraising appeals, grant materials, acknowledgement letters, e-mails and other materials
- Research potential contributors and fundraising ideas
- Assist with the logistics and with the planning and organizing of cultivation parties and other special events
- Assist with String Fling, the Center's annual fundraiser
- Assist with developing marketing plans to promote membership
- Assist with maintenance of fundraising databases
- Assist with developing and maintaining accounts for major donors
- Produce membership packets and information packets
- Assist with preparation for Board and Executive Committee meetings
- Assist with departmental mailings
- Assist with miscellaneous special projects
- Other duties as assigned

To be considered, please mail your resume, a letter of interest, writing samples, and course requirements (if applicable) to:

Megan Wall
Internship Coordinator
Center for Puppetry Arts
1404 Spring Street, NW
Atlanta, GA 30309

Or fax to: 404.873.9907. Or email to: internship@puppet.org. No phone calls please.

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