



**Center for Puppetry Arts  
Marketing Department  
Development Intern  
Job Description**

The Center for Puppetry Arts seeks an intern to assist the Development department in day-to-day activities. This internship would give 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 majoring in English or a communication-related field with a GPA of at least 3.0. This position is perfect for an individual interested in fundraising, theater management, event planning, grant writing or marketing.

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

Payment will be the items produced that the intern can put into 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 also receive a \$200 stipend.

At the end of the internship, the intern will 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 search.

The main duties of the intern will be:

- Assist with the writing and production of fundraising appeals, grant materials, acknowledgments, letters, e-mails and other materials
- Research potential contributors and fundraising ideas
- Assist with the planning, organization and logistics of cultivation parties and other special events
- Assist with String Fling, the Center's yearly fundraiser
- Assist with developing marketing plans to promote membership
- Assist with maintenance of fundraising databases
- Assist with developing and maintaining accounts for major donors
- Process contributions and produce membership 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, along with a letter of interest and writing samples to:

Erin Singer  
Events & Development Manager  
Center for Puppetry Arts  
1404 Spring Street, NW  
Atlanta, GA 30309-2820

Or fax to: 404.873.9907. Or email to: [erinsinger@puppet.org](mailto:erinsinger@puppet.org).

No phone calls please.