

Childsplay Theatre  
Development Internship - Summer 2024

**Department:** Development  
**Status:** Exempt  
**Schedule:** Parttime Onsite  
**Reports To:** Director of Development  
**Supervises:** None

### **About Childsplay Theatre**

Founded in 1977, Childsplay's mission is to create theatre that's strikingly original in form and content. We aim to instill in young people an enduring awe, love, and respect for the medium of theatre. By preserving imagination and wonder, we help cultivate those hallmarks of childhood that are keys to the future.

As an internationally acclaimed ensemble-based professional theatre for young audiences located in Tempe, Arizona (Greater Phoenix), we seek an intern to join our dedicated team.

### **Position Description:**

This position is responsible for assisting the Development Team in fundraising, social media outreach, and providing general administrative support. Interns will gain office experience, insight into how non-profit arts administration functions, and an introduction to fundraising techniques and best practices.

Responsibilities include:

- Assist Development staff with administrative duties and projects
- Assist in creating and processing mailings
- Assist in processing gifts and acknowledgement letters
- Assist in the organization and maintenance of accurate records for files and donor records
- Assist with phone calls to donors and patrons
- Conduct in-depth research on prospective donors for Childsplay's portfolio
- Curate social media ideas for various ongoing campaigns
- Develop reports on social media analytics
- Drafting social media content and language
- Help with day-to-day tasks such as copying and assembling materials
- Other duties as assigned

### Preferred Qualifications:

- A team player
- College student or recent graduate with availability to commit to a schedule of 3-5 days per week.
- Excellent verbal and written communication skills
- Experience creating and editing photo and video content
- Highly organized and self-sufficient.
- Interest in, and experience with, social media
- Passion for the performing arts
- Strong attention to detail
- Strong interpersonal/customer service skills

### Other Details:

- Additional nights and weekends outside of regular office hours may be requested to assist with cultivation events
- This is a non-benefitted position with an hourly pay of \$15.00/hour
- Internship will be for the duration of June-July 2024
- Candidates must be available to work at least 20 hours per week
- Candidates must submit a resume AND cover letter to [bjohnson@childsplayaz.org](mailto:bjohnson@childsplayaz.org)

### Knowledge / Skills / Abilities:

- Background in the arts strongly preferred.
- Must be a team player.
- Able to speak, read and write English.
- Spanish proficiency is valued
- Intermediate mathematical skills
- Proficiency in Microsoft Excel, Office, PowerPoint, and Outlook will be valued.
- Experience with any CRM-based platform will be valued.

Childsplay is an equal opportunity employer committed to nondiscrimination and supporting underrepresented arts professionals. We encourage candidates from all backgrounds to apply.

### Application Process:

Please submit a cover letter and resume via email with the subject line "Development Internship" to [bjohnson@childsplayaz.org](mailto:bjohnson@childsplayaz.org).

Job search is open until the position is filled.

Childsplay values equity, diversity, and inclusion throughout our organization, programs, and audiences. We are committed to giving underrepresented artists a safe space to create art and community. By welcoming people with differences in religion, ethnicity, sexual orientation, class, gender identity, ability, and age we are better able to celebrate that which brings humankind together: imagination and wonder. Childsplay, Inc. will not discriminate against any employee or applicant on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status. Please visit our website at [www.childsplayaz.org](http://www.childsplayaz.org) for additional information about the company, our programs, and our work in the community. Childsplay Theatre is a participant in the E-Verify program. Pre-employment background check required.