DEVELOPMENT INTERN, Play Your Part

Play Your Part is seeking a Development Intern who will assist in the creation and implementation of a comprehensive fundraising strategy to ensure seasonal budgets are met and exceeded. They will gain a tremendous amount of experience in Development including the planning and execution of an annual Gala, several smaller events throughout the year, strategically approaching and engaging individual and monthly donors, writing for grants, obtaining ongoing sponsorships, as well as collaborating with the Artistic Director and Board to roadmap the growth of the organization. Please read more about Play Your Part’s mission, vision, and work at www.playyourpartseattle.org

In addition to sharing a deep passion for Play Your Part’s mission and standards, Development Internship candidates should have the desire to obtain the following experience:

- Establish and manage a Development Strategy for a non-profit
- Participate in meetings of the Board following Robert’s Rules of Order
- Partner with and motivate Board Members to maintain Play Your Part as a philanthropic priority, keeping them well informed of the organization’s monetary and developmental needs
- Meeting and exceeding fundraising goals in the tens to hundreds of thousands, including the planning and executing of successful fundraising campaigns and events, awards from grant writing, obtaining ongoing sponsorships, and other original strategies

Development Interns may also be asked to participate in other artistic, administrative, and marketing duties assisting them in cultivating the following skills:

- Familiarity with the Seattle theatrical community including means of recruiting and hiring talent, as well as paid and volunteer staff with a high level of retention
- Researching options for traditional and non-traditional rehearsal and performance space including their technical abilities/needs, and associated costs
- Establishing and leveraging deep-rooted, local relationships and connections with diverse populations who hold valuable skill sets needed to establish and support a theatre non-profit
- Accessing various marketing, advertising, and PR outlets and connections to establish, build, and strengthening relationships that lead to further exposure for PYP and its partners
Learning to model and articulate best practices consistently when collaborating on or managing projects, with exceptional written and verbal communication skills.

Showing up for the organization’s mission with consistency and passion.

Position Details & Benefits

- Part-time Internship: 10 - 15 hours/week for 6 months, with a possible 6 month extension.
- Weekly meetings with PYP Directors.
- This is an unpaid internship that comes with the following benefits:
  - Collaborate periodically with one or more Professional Mentors currently working in Development at well-established theatres in Seattle, WA.
  - Gain additional skills/networking at applicable professional development seminars or other outside training events.
  - Receive letter of recommendation from PYP after successful completion of internship.
  - Work creatively with PYP Directors on original work they produce.

To apply, send resume and brief cover letter to info@playyourpartseattle.org. Visit www.playyourpartseattle.org to learn more about PYP’s mission.