



Summer Intern 2022 Job Description: Development Department

The Muny's Development Intern will complete a combination of projects aimed directly at expanding The Muny's individual and corporate donor relationships. They will have specific projects to work on in addition to assisting all members of the Development staff in their summer duties. (Past projects have included: targeted research, identification of potential grant opportunities and research into and compilation of information to create a demographic survey supporting our Education programs.) The intern will also assist in the implementation of several donor benefits. Directed research projects, communications with donors and professional interactions with The Muny's executive staff promise invaluable experience and an opportunity to make meaningful contributions to The Muny. Ideal availability: 35 – 40 hours per week from approximately **May 9, 2022 – August 19, 2022. (Includes daytime, evening & weekend hours) (somewhat negotiable, depending on availability)**

Specific Projects

- Researching the impact of the arts within the community (both local & nationally): This will provide valuable information for future funding opportunities
- Assisting with finalizing rebranding of Muny Partners Program: Muny Partners is our Annual Fund membership program
- Creating a new Muny Partner Welcome Kit

Additional Projects and Duties including but not limited to:

- **Annual Brick Project**
 - Assist with installation set-up
 - Create & send Brick Install letters to donors; Update Brick Master Book
- **Work with the Director of Corporate Partnerships** including but not limited to:
 - Updating sponsor signs on the campus
 - Program Ad Recap materials
- **Manage Oak Room (VIP donor lounge) events:** detail the set-up, welcome guests, etc.
- **Provide assistance in the donor parking lot**
- **Electronic Filing**
- **Implementing & tracking donor benefits and leading donor tours**

If the successful applicant is available starting May 9th, they will help execute and participate in the Second Century Campaign donor plaza dedication event on May 13th and the annual Muny Partner Preview event on May 15th.

The Development Intern will also be able to attend occasional department meetings, as appropriate and as time allows, which offer specific learning opportunities, including: Front of House Orientation Meeting, Production, Marketing and Communications meetings, Rehearsals and Intern Soirees.

The ideal candidate:

- Will have strong initiative and be able to work independently or with a team
- Good interpersonal skills (in-person and on the phone)
- Must be PC proficient, with very strong Excel and Word skills
- Must have impeccable organizational skills, superb people skills and an affinity to be as helpful as possible
- The position has a nice balance of office/computer-based responsibilities and people-based activities
- Discretion is mandatory