



Unicorn Theatre Internship Opportunity: Fundraising and Development Department

Interns will gain hands on experience and knowledge of how a small professional theatre company works from the fundraising and long-term development stand point. The staff will provide each intern with training, guidance and professional knowledge. Projects will emphasize grant writing, research, communication with patrons, data entry and event planning.

The ideal candidate will:

- possess strong communication, problem solving and organizational skills
- creative thinking and problem solving skills
- possess excellent proofreading and writing skills
- possess solid computer skills, especially with Word and Excel
- be able to multi-task and plan projects on an extended time line
- ask questions and investigate new opportunities for funding
- be open to accepting guidance and training
- have an enthusiasm for the Kansas City community and the arts; in particular theater

The Commitment. We're flexible. Stay with us for one or two semester or the whole year. Hours will be coordinated to fit your schedule. Some evening and weekends for special events will be available but not required.

Compensation: College credit available through your school. Samples for your portfolio. An impressive resume-builder.

Deadline. We accept internship inquiries throughout the whole year. Send us your information and we'll figure out the best time to have you join our team.

To apply, candidates must submit the following materials:

1. Resume with references (documenting administrative or artistic experience)
2. Cover Letter (including):
 - Your career goals
 - Your interest in the arts, relationship cultivation, and/or public relations
 - What you have to offer the Unicorn
 - Please also indicate the time frame in which you are interested

Submit materials or questions to:

Emily Swenson
Unicorn Theatre
Production Manager
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