



## **Bricolage Production Company Development Internship Description**

**Title:** Development Intern

**Type of Position:** Unpaid Internship (small stipend provided to offset costs of taking role)

**Hours:** A minimum of 8 hours per week (one full day or two half days)

**Direct Supervisor:** Nicole Hall, Development Manager

**About Bricolage Production Company:** At Bricolage, our mission is to immerse artists and audiences in adventurous theatrical experiences that foster connections and alter perceptions. We envision theater not as a passive experience, but as a vehicle for heightened involvement for artist and audience alike. Our approach encourages artists to take the creative risks necessary to create full-blooded, high-quality theatrical experiences that challenge audiences to engage in new ways, react, and express openly their opinions about our work – to have a stake in the creative discussion.

### **Opportunities for Learning:**

The Development Intern is responsible for providing administrative support to Bricolage, and is primarily assigned to assist the Development Manager. The supervisor will incorporate the specific, expressed learning interests of the intern (identified in a meeting during initial onboarding) into the schedule, understanding that the benefit of the position is to leave not only with experience and enhanced knowledge of working in an office of a non-profit theater, but also to leave with specific skills and insider information in the areas of the intern's specific interest.

### **Responsibilities**

Tasks include but are not limited to:

- Cleaning up records as needed in our PatronManager CRM database
- Entering donations in PatronManager
- Creating and processing thank-you letters for donors
- Event-related research
- Filing development related records
- Confidentiality
- Additional tasks as needed

### **Required Skills:**

- Solid written and verbal communication skills
- Creative problem-solving skills
- Attention to detail
- Basic web skills and strong proficiency with Microsoft Word and Excel

### **Engagement Period**

The intern shall be engaged from June 3-July 31, 2019

### **Compensation**

A monthly stipend of \$250 will be disbursed on or before the 1<sup>st</sup> of each month to assist in covering travel expenses and easing potential financial burdens associated with taking on this role.

### **To Apply**

Please send cover letter and resume as pdf attachments in an email to: Jackie Baker, Managing Director at [jackie@bricolagepgh.org](mailto:jackie@bricolagepgh.org). Interviews will be scheduled on a rolling basis. The deadline for submitting application materials for consideration is 10:00am on Monday, May 13<sup>th</sup>, 2019.