

POSITION TITLE: Development Intern

REPORTING RELATIONSHIPS:

The Development Intern reports to the Individual Giving Manager and works closely with the Development Assistant and with the Executive Assistant. The Development Intern is also in regular contact with the Fisher Center's Administration, Special Events, Audience & Member Services, and Production departments.

POSITION SUMMARY:

The Development Intern works with the Development Team to assist the organization in meeting its fundraising goals. This is done through the management and growth of the Fisher Center and Bard Music Festival membership programs for the duration of the SummerScape Festival, the most active season for the Fisher Center.

Employment begins on June 5th and ends on August 21st.

Interns are paid an hourly rate of \$11.10.

On-campus housing is available.

RESPONSIBILITIES:

General responsibilities include, but are not limited to:

- Staffing the Membership Table at performances; including encouraging visitors to become Fisher Center members, encouraging e-mail/ mailing list sign-up, answering membership questions, distributing member benefits, sharing details of the performances, performance schedule and general information about the Fisher Center and Bard College's Campus.
- Assisting with special patron events; including event planning, creating invitations, managing catering, RSVP management, event set up, check-in, breakdown and other tasks associated.
- Using Tessitura, our ticketing and constituent database, to look up patron information, generate reports, process ticket requests, contributions and help with any other data-based projects.
- Office duties such as list management, keeping office inventories, and the production of official Fisher Center mailings that will go out to patrons and the general public alike.
- Complete other duties as assigned by the Development Team.

QUALIFICATIONS:

- Excellent writing, communication skills and superior attention to detail.

- The ability to convey the mission and accomplishments of the Fisher Center's programs to a diverse group of supporters.
- Must be able to work well both independently and closely with other team members.
- Interest or background in the performing arts is highly encouraged.
- An undergraduate or equivalent experience in development and/or administration is preferred, but not required.
- Must be proficient in working with Google Team Drives and Documents, Microsoft Office (specifically Word, Excel and Powerpoint) and Tessitura experience is ideal, but not required.