

**First Stage  
Development/Special Events Intern**

First Stage seeks a development/events intern throughout the year to assist with three large-scale fundraising events – the Make Believe Ball, First Stage Alumni Celebration, and our 25<sup>th</sup> Anniversary Gala. Clerical work and data entry will be required.

The qualified candidate has strong written and verbal communication skills. This internship is best for the student working towards a degree in fundraising, events management, communications, arts administration or non-profit management. While supervision and direction is readily available, the intern will be expected to be a self-starter and able to work independently.

**This internship is unpaid. A mutually agreed upon schedule will be determined to meet the needs of both the intern and First Stage.**

Qualifications:

Candidate must be a reliable, detail-oriented person seeking fundraising events experience. Strong people skills and a desire to learn is key!

Benefits include:

- Opportunity for college credit
- Flexible schedule
- Complimentary tickets to First Stage
- Work experience and building arts community connections

To apply, please send a resume, cover letter, and writing sample to:

Meaghan Morrissey, Grants & Events Manager

[mmorrissey@firststage.org](mailto:mmorrissey@firststage.org)

(no phone calls please).