

*The*  
**HANOVER THEATRE**  
*for the Performing Arts*

EMPLOYER: The Hanover Theatre and Conservatory for the Performing Arts

TITLE: Development Intern

DESCRIPTION: The Development Department at The Hanover Theatre is responsible for securing contributed revenue through individual donations and memberships, corporate sponsorships, and foundation and government grants. Contributed revenue supports all aspects of THT's mission including mainstage performances, the Conservatory, public school partnerships and community outreach programs. Fundraising activities include large-scale direct mail and digital campaigns, special events, major gifts, and grant writing.

The Development intern supports these efforts by conducting research on foundations and individual donors, providing high-level administrative support, assisting with data management, and preparing materials and documentation for grant proposals and reports.

DAY TO DAY TASKS MAY INCLUDE:

- Research on foundations and individuals using Guidestar, iWave, and other digital platforms
- Preparing and gathering information and supporting materials for grant proposals and reports
- General support for development events and performances
- General administrative support – preparing invoices and acknowledgments, data entry, processing mailings, etc.
- General help with day-to-day Development Department activities and their involvement with theatre performances and events

REQUIRED COMMITMENT:

- 10 hours per week, weekdays between 9am and 5pm TBD
- 1 Semester (# of weeks varies by semester), with an option to extend

REQUIRED ATTRIBUTES:

- Strong interest in development and the nonprofit sector
- Excellent verbal and written communication skills
- Proven self-starter and desire to take initiative
- Ability to prioritize and manage multiple responsibilities
- Strong attention to detail
- Punctual and dependable
- Reliable transportation (parking will be provided)

To apply for this internship, please email a cover letter and resume to:

[internship@thehanovertheatre.org](mailto:internship@thehanovertheatre.org)

*Broadway, Music & More!*