



Inland Valley Repertory Theatre (IVRT) is a nonprofit theatre arts organization, performing plays and musicals during the week in Claremont. IVRT partners with businesses and nonprofits to create inspiring theatre for our community and to foster the talents of aspiring artists of all ages.

## **FUNDRAISING INTERN**

*Given the nature of the current workforce, this position may be virtual, in-person, or a hybrid of both.*

### **DESCRIPTION**

Day-to-day tasks and activities include researching potential major donors, plan and prepare donor marketing material that will most effectively communicate IVRT's mission and message, compiling a case book of basic information that can be easily accessed for donor marketing materials, cataloguing and analyzing the information. Additional duties may include database maintenance, preparation for and presence at company special events, and presence at company outreach activities.

### **QUALIFICATIONS**

The intern candidate should be very familiar navigating the Google search engine and be creative, detail-oriented, punctual & flexible. Curiosity and passion for theatre arts and high level oral and written communication skills are mandatory as are basic computer skills including the Microsoft Office programs (Word, Excel, Powerpoint) and fluency with standard social media platforms.

This is a non-paid, credit only position.