



## **Marketing and Development Internship**

Vineyard Theatre is an award-winning Off-Broadway theatre company dedicated to developing and producing bold new plays and musicals by both emerging and established artists. We are committed to creating an artistic home for daring and diverse artists, to nurturing their unique voices, and to engaging our audiences and community in dialogue by producing work that challenges all of us to see ourselves and our world in new ways, and that pushes the boundaries of what theatre can be and do. Notable Vineyard productions include: HARRY CLARKE by David Cale starring Billy Crudup; Paula Vogel's INDECENT; Brandon Jacobs-Jenkins' GLORIA; Bobby Lopez, Jeff Marx and Jeff Whitty's AVENUE Q; Bell and Bowen's [title of show]; and the Pulitzer Prize-winning plays HOW I LEARNED TO DRIVE by Paula Vogel and THREE TALL WOMEN by Edward Albee.

### ABOUT THE POSITION

The Marketing and Development Intern will work closely with both departments to help advertise and fundraise for current and upcoming productions and events. Duties include assisting the Marketing department with administrative tasks, archive maintenance, website maintenance, graphics, the general promotion of productions, and many things that come up throughout a season. The intern will also assist the Development team with the preparation for and execution of the annual fundraising gala, coordinating direct mail appeals, conducting donor research, and planning for other special events. We are looking for organized, detail-oriented, creative, and motivated candidates who are interested in learning more about the inner-workings of a successful Off-Broadway marketing/development operation.

MS Office proficiency and WordPress experience encouraged. Photoshop and InDesign experience a plus. Interns must be available around 20 hours per week.

**Internships are currently available for WINTER 2020.**

**Accepting applications Now–December 29, 2019.**

### HOW TO APPLY

Please send a resume, two references, and a personalized cover letter to [jobs@vineyardtheatre.org](mailto:jobs@vineyardtheatre.org) with "Marketing and Development Intern" in the subject line. No phone calls please. The Vineyard is

committed to diversity and inclusion; all qualified candidates – regardless of race, gender-identity, sexual orientation, religion, or otherwise – are encouraged to apply.