

METROPOLIS

P E R F O R M I N G A R T S C E N T R E

Position Title: Special Events/Development Intern
Department: Special Events/Development
Reports To: Director of Audience Services & Special Events/Development Director

General Description: Special Events/Development internship position with a \$3 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the Director of Audience Services & Special Events in donor cultivation and effective planning and smooth execution of all Metropolis special events.

Qualifications: Seeking degree or career in Event Planning, Arts Management or Administration, or any Performing Arts; exemplary collaborative and communication skills; creative and detail minded; ability to meet deadlines; proficient with Microsoft Office; driver's license and transportation mandatory; physical ability to set-up and tear down tables, chairs, etc. for events, knowledge and love of the performing arts.

Description of Duties/Responsibilities:

- Assists the Director on all aspects of planning leading up to special event including but not limited to: inventory, ordering supplies, booking caterers, reserving event space, fundraising, contacting Metropolis patrons, etc.
- Updates and maintains a database of attendees and implements correspondence for event announcements
- Attends and remains on-site for all Metropolis Special Events for entire duration
- Serves as hospitality for all contracted entertainment
- Serves as liaison between Director of Special Events and staff for event
- Assists in development of individual donor strategies and cultivating marquee members
- Performs research for grant acquisition
- Authors solicitation letters
- Lends considerable support to the development of our VIP program
- Attends all staff, department, and event meetings
- Performs clerical duties

Learning Objectives:

Throughout the internship, the intern will be able to:

- Maintain effective communication with his/her supervisor and the Metropolis staff
- Work successfully as a team player with the other members of the Metropolis staff
- Effectively manage his/her time
- Show a willingness to learn from and contribute to every situation
- Display a positive attitude in the workplace
- Utilize his/her own personal strengths for the betterment of Metropolis

As a result of this internship, the intern will be able to:

- Gain the knowledge and skills necessary to pursue a degree or career in a related field.
- Capitalize on newly developed strengths acquired from the internship experience.

Please fax (847.577.5992) or email (jobs@metropolisarts.com) your resume. No phone calls please.