



Location: New Brunswick, NJ

Contact: Leah Anglum
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Website:

<https://www.statetheatrenj.org/>

Development Internship:

The State Theatre is seeking an energetic and self-motivated college student with strong writing and interpersonal skills for an internship (2-3 days per week) with the development department of the State Theatre.

Responsibilities:

- Strong commitment to theater and education
- Writing letters of inquiry, gift acknowledgment, and proposals
- Researching individual, corporate, and foundation prospects and donors
- Coordinating various projects
- Maintaining and updating contact lists

Requirements:

- Major in English, Communications, Public Relations, Marketing or related field
- Good academic standing
- Strong writing skills
- Knowledge of Microsoft Word, Excel, and the Internet