



The National Comedy Center is currently seeking interns for its internship program. This is a great opportunity to get involved with an award-winning non-profit cultural institution and national-scale destination in order to gain real-world experience, learn new skills and make connections. The state-of-the-art National Comedy Center was recently named the “Best New Museum” in the country by *USA Today* and one of the “World’s Greatest Places” by *TIME* magazine. The Comedy Center’s award-winning *LaughSafe* health and safety program, developed in consultation with leading healthcare provider UPMC, has reimagined health and safety protocols for the COVID era, keeping the experience worry-free and touch-free for staff, interns and visitors.

The Development Intern will assist with coordinating the sponsorship program for the 2021 Lucille Ball Comedy Festival from initial sponsor outreach to fulfillment of programming elements during the festival.

Remote internships, as well as partial remote/partial on-site arrangements, will be considered for 2021.

## **DEVELOPMENT INTERN**

### RESPONSIBILITIES

- Help organize, plan and execute sponsorship solicitation.
- Help identify potential sponsors.
- Work with Director of Development to secure sponsors and donors.
- Assist in sponsor/donor stewardship and hospitality prior to and during the Lucille Ball Comedy Festival.
- Assist in data collection and follow-up after the comedy festival.
- Other duties as appropriate and necessary.

### REQUIREMENTS

- Intern must be able to commit to 15–20 hours per week. Hours are flexible however, and can be scheduled accordingly.
- Ideal candidate is studying Public Relations / Marketing / Theatre Management and has a noted interest in the field of development and fundraising.
- Familiarity with Microsoft Office (specifically Excel) is a must.
- Intern must have strong writing and communication skills, be outgoing and willing to confidently speak to donors and sponsors.

### CONTACT

To apply, please submit a resume and cover letter to [internships@comedycenter.org](mailto:internships@comedycenter.org). We are open to internships during the Fall, Winter, and Spring semester. Phone/Skype interviews are also available for students who are unable to interview in Jamestown.