Job Description

Organization Name: Phamaly Theatre Company

Physical Address/Location: 4061 S. Eliot Street, Englewood, CO 80110

Website: www.phamaly.org

Mission: To inspire people to re-envision disability through professional theatre.

General Description of Internship Work:

Phamaly’s Development and Marketing Intern will gain valuable exposure to nonprofit management and the arts community, focusing on support in the areas of development and marketing, with focus on marketing projects that allow the intern to interact with members of our production team and cast. This is a first-hand experience of the power of the arts and how Phamaly works to educate about the disability community and create opportunities for work, growth and empowerment for individuals with disabilities. He or she will interact with Phamaly Theatre Company’s Executive Director, Development & Marketing Manager, Artistic Director, and Production Manager on a daily basis and have the opportunity to serve as a direct point of contact for Phamaly actors, donors and patrons.

Specific Responsibilities:

- Develop and implement a social media strategy across all Phamaly platforms (Tumblr, Facebook, YouTube, Twitter) to best promote Phamaly’s summer musical production
- Develop and lead an online marketing campaign that focusing on storytelling and builds personal connection between Phamaly actors and patrons
- Assist in crafting Phamaly’s bi-annual donor newsletter drawing in pertinent organizational news and personal stories of two Phamaly actors
- Assist with website maintenance to keep information current and relevant to users
- Coordinate lobby setup and activity with Phamaly’s and DU’s Newman Center staff and volunteers during the run of Phamaly’s summer production
- Assist Development and Marketing Manager with event preparation for Phamaly Affair Gala including event promotion, auction preparation, and day-of coordination
- Enter patron and donor information into Salesforce and file donation copies/letters appropriately
- Prepare donor acknowledgement letters from donation reports
- Assist with the assembly of grant applications and reports
- Assist with the preparation of scripts and show materials for actors and production team
- Gather information for show playbill including biographies from actors and production team

Student Qualities/Experiences Desired:

- Excellent communication skills, both written and oral
- Self-motivated, detail-oriented and ability to meet deadlines
- Ease with basic computer and internet functions, including Microsoft Office Suite, email, and social media. Experience with basic desktop layout applications a plus
- Friendly and approachable demeanor that allows exceptional customer service
- Enthusiasm to work in a creative environment and learn about Nonprofit Management and Advocacy through the Arts
- Enthusiasm for understanding the disability community and ways to cultivate awareness
What Skills will be Cultivated:

- **Leadership skills**: Through interaction with various staff members on the administrative, artistic and production teams, the intern will be exposed to many leadership styles. Additionally, the intern will have the opportunity to take

- **Marketing**: The intern will be involved in a range of marketing activities, learning how to best communicate nonprofit mission and messaging. This will be the main focus of this internship.

- **Event management**: Playing a supporting role to the Development and Marketing Manager during the preparation and running of the annual gala, the intern will have full exposure to the whole process of planning and running the event, set to take place in conjunction with our summer production.

- **Communication skills**: The intern will be corresponding with a wide variety of individuals in the Phamaly community including actors, designers, donors, and patrons through written and verbal means. Clear and effective communication is needed when speaking with all these components. Additionally, Phamaly's community holds individuals across the full scale of disabilities which can provide unique opportunity to learn more specifically effective means of communicating.

- **Understanding of the disability community**: Phamaly is a great way to introduce and dive deep into the disability community and see/understand constraints that can be placed on members of our society beyond racial and economic aspects. They will learn the best means to assist and interact with people of various disabilities.

Typical work schedule:

A typical work schedule for the intern will look like 10am – 6pm, 4 days per week with a 30 min lunch. Hours are flexible and we will set a schedule with the intern at the beginning of their commitment.

**Does work occur on the weekends or evenings? If yes, please describe:**

Yes, there will be occasional evening and weekend commitments to assist with rehearsal and performance duties and projects surrounding the show production calendar.

**Are there other dates when work might be required outside the above-mentioned typical schedule? If yes, please describe.**

The intern will work some evening performances of the summer musical production, *Evita*, at the theatre. Additionally, Phamaly’s gala will take place on the evening of Friday, July 22 at DU’s Newman Center. The intern will assist with event preparations and duties that evening.