

YOUR NAME

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American Theatre Wing
230 West 41st Street, Suite 1101
New York, NY 10036

Dear Ms. Cabrero and Intern Hiring Team,

I am writing to express my avid interest in becoming the Development and Special Events Intern at the American Theatre Wing. I recently completed the Content and Creative internship at Ambassador Theatre Group (ATG) and am looking for an opportunity to expand upon my development and management experience. Since the fall of 2019, I have been an active member of the Theatre Intern Network and would love to learn more about the ways that the American Theatre Wing is continuously evolving to meet the needs of its community and donors. This position would build upon my existing experience in development and event planning gained throughout my time at ATG and as an undergraduate at Duke University.

Since graduating in 2019, I have spent 7 months working full-time with ATG's Content and Creative department. Some of my primary responsibilities included tracking budgets and receipts for the department, managing all house seat communications, contributing to producing efforts on *David Byrne's American Utopia* and *Plaza Suite*, assisting Executive Vice President Kristin Caskey, attending in-person and remote meetings, and conducting research projects for the producing, programming, and business development teams. Throughout my internship, I learned a great deal about major players in the professional theatre landscape, managing independent projects, and communicating with VIPs.

While at Duke, I jumped headfirst into expanding fundraising and community relations for Hoof 'n' Horn, the South's oldest student-run musical theater group. This involved coordinating with Duke administration, planning community events throughout the year, developing a bi-monthly Mailchimp newsletter, and spearheading fundraising efforts. Over my two years as Development Chair, I gained hands-on experience designing and implementing year-long campaigns, which raised over \$15,000 and tripled our yearly number of donors. These campaigns also included planning events for groups of size 5 to 150, as well as fostering close relationships with donors. My co-chair and I built a donor database to track contact information, donations, dates of recent correspondence, and our overall progress towards yearly goals. Serving as Development Chair taught me a great deal about initiative, attention to detail, and relationship building. In addition, I served as President and represented the organization to university administration and faculty. In this role, I created agendas and led weekly meetings of our executive council, monitoring budgets and helping each of our leaders accomplish their goals.

Putting to use what I have learned about the professional theatre landscape, communicating with donors, event planning, and office management, I believe that I could contribute a great deal as the Development and Special Events Intern. I have experience working in a professional and fast-paced theatre environment, organizing social media and Mailchimp campaigns, tracking correspondence and budgets, and forming relationships with donors. Working alongside your staff to "champion creative expression" would be an incredible opportunity, and I thank you for your time and consideration.

Warmly,

[YOUR SIGNATURE]

[YOUR NAME]