



AMT Theater
354 West 45th Street
New York, NY, 10036
(917) 388-2630

AMT Theater Summer Internship

Location: In-person at AMT Theater, New York, NY

Type: Part-time Internship, unpaid, June - August 2026

Time Commitment: Approximately 15–20 hours per week (flexible scheduling and some evenings/weekends)

About AMT Theater

AMT Theater is a vibrant Off-Broadway venue dedicated to developing and presenting new works for the stage. Our mission is to create an inclusive space for artists and audiences alike—where creativity, collaboration, and community come together. As a small, dynamic nonprofit organization, AMT offers interns the opportunity to contribute meaningfully to core organizational priorities, particularly in development and new work support.

Internship Overview

The Intern will play a key role in supporting AMT Theater's **fundraising efforts and sponsor engagement**, with a special focus on preparations for our **New Work Development Festival & AMT International Film Festival in October**. This internship is ideal for someone interested in nonprofit development, producing, and the business side of theater.

Interns will gain hands-on experience in **donor relations, prospect research, sponsorship outreach, and event-based fundraising**, while also assisting with select administrative and production activities. This role offers direct exposure to how new theatrical work is funded, developed, and brought to the stage.

Key Responsibilities

Development & Fundraising

- Conduct **prospect research** to identify potential sponsors, donors, and community partners
- Assist with **outreach to sponsors**, including drafting emails, making calls, and tracking responses



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- Support **donor communications**, including acknowledgment letters and stewardship efforts
- Help maintain and update **donor and sponsor databases**
- Assist in preparing **fundraising materials**, sponsorship decks, and grant support documents
- Support planning and execution of **fundraising events and opening nights**

New Work Development Festival & AMT International Film Festival

- Assist in coordination and administrative support for the **New Work Development Festival & AMT International Film Festival**
- Support artist communications, scheduling, and logistics
- Help track festival-related partnerships, sponsorships, and donor engagement
- Contribute to event planning, front-of-house coordination, and audience experience during the festival

Marketing & Administrative Support

- Assist with targeted outreach campaigns tied to fundraising and festival promotion
- Support email marketing and social media efforts related to donor engagement and events
- Provide general administrative support, including scheduling, meeting prep, and documentation
- Assist front-of-house and production teams as needed during performances and events

General Administration & Production Support

- Provide office and front-of-house assistance during performances
- Support the Technical Director during load-in, tech, and previews
- Prepare meeting agendas and assist with scheduling and logistics
- Contribute to archiving, program development, and day-to-day theater operations

Qualifications

- Interest in **arts administration, nonprofit development, producing, or fundraising**
- Strong communication skills, including comfort with **phone outreach and professional email writing**
- Highly organized, detail-oriented, and able to track multiple leads and projects
- Research skills and ability to synthesize information clearly



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- Proficiency in Microsoft Office, Google Workspace; familiarity with CRM or donor databases a plus
 - Self-starter with a proactive and professional attitude
 - Enthusiasm for theater and new work development
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What You'll Gain

- Direct, hands-on experience in **nonprofit fundraising and sponsorship development**
 - Insight into how new theatrical work is financed and produced
 - Experience supporting a **New Work Development Festival & Film Festival** from planning through execution
 - Professional communication and relationship-building skills
 - Mentorship and networking opportunities within NYC's performing arts community
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To Apply

Please submit a résumé and brief cover letter explaining your interest in the internship and in working with AMT Theater to zoe@amttheater.org.