

# Donor Relations Intern



2023

**Reports to: Seating Coordinator**  
**Temporary summer position as a W2 Employee**  
**July 17-August 25**

## Responsibilities

- Receive and manage the seat reservation phone line messages from donors at the Patron and Benefactor Levels as well as housing hosts.
- Assist Seating Coordinator in managing reserved seating assignments via Tix.com.
- Print seating manifests for each concert.
- Provide necessary supplies to Pavilion prior to concerts.
- Set up the Donor Seating welcome areas at all concerts. Break down and clean up after each concert.
- Manage post season clean-up of all seating materials.
- Attend Donor Seating volunteer pre-season training.
- Attend Usher and Concert Services pre-season Orientation.
- Assist Seating Coordinator and Donor Concierge in all aspects of donor seating process.
- Assist with Donor seating at concerts as needed.
- Assist with Gala as needed, prior to and day of event.
- Assist at donor events as needed.
- Attend post-season Volunteer Appreciation Reception
- Provide additional project and staff support as needed.
- Participate in pre- and post-season planning and wrap meetings with Development staff.