

## Perisphere Theater Volunteer Development Director Posting

Perisphere Theater, a young theater company in Washington, D.C., is seeking a volunteer development director to assist the company's artistic director with building the company's financial resources for production and outreach.

Duties will include:

- Researching and writing grants
- Locating donor prospects and building relationships
- Executing creative fundraising efforts

Serving as a volunteer with Perisphere Theater, where all board and current staff are volunteers (but artistic and production staff are paid), is an opportunity for an enthusiastic, engaged individual to help build a company that presents artistic excellence and is supported by sound business practices, creative educational outreach, successful fundraising strategies, and solid leadership.

The volunteer development director will be an advocate for the organization and engage in identifying and securing the financial resources and partnerships necessary for the company to advance its mission.

### Qualifications

- **Highly organized.** Director is well organized, files previous communications and reference documents where they are quickly accessible, keeps track of deadlines and initiates the process of completing an actual grant application well in advance of deadlines.
- **Able to attend in-person events during the day.** Director has the flexibility to attend occasional daytime in-person grants workshops or webinars.
- **Strong compositional skills.** Director has attention to detail in grammar, punctuation and style as well as the basics of communicating our company mission, plans, and needs in a clear and engaging way, and is able to complete this writing well in advance of deadlines, to allow for review and copyediting by AD.
- **Takes initiative.** Director has the time and ability to research specific grant opportunities, likely donors, corporations, and other development opportunities and to distill them into brief descriptions with deadlines for AD to review. Director will read all email updates sent to the board, as well as our Perisphere e-newsletters, will see shows, and will keep up to date on company activities, plans, and public messaging.
- **Responsive.** Director checks email daily or near-daily and is able to respond quickly to any time-sensitive requests.

**Application Process:** To be considered, please submit a letter of interest and biography or resume to the artistic director, Heather Benjamin, at [info@perispheretheater.com](mailto:info@perispheretheater.com).

### Perisphere Theater Mission and Focus

The company's focus is two-pronged: to produce well-written, classic plays from all eras, and to produce plays with historical and social themes:

**Vision Statement**

Perisphere Theater aims to create compelling theater that expands the way DC audiences view the past, the present, and one another.

**Mission Statement**

Perisphere Theater is dedicated to performing excellent plays with attention to the clarity of each playwright's particular style, allowing each unique voice to resonate through our production choices. We believe that all great plays, classical or modern, tragic or comic, have something to say to people from any time and place. With evocative design, compelling direction, and vivid and passionate performances, we aim to engage our audience's minds as well as touch their hearts. Perisphere embraces both the diversity and the commonality of human experience, finding creative tension and opportunity in exploring these aspects of life through the lenses of different time periods.

**Values/Principles**

Perisphere Theater has a commitment to:

- Produce moving, thought-provoking productions that raise questions and shed light on human fears and foibles even as they entertain.
- Respect the unique vision and style of the playwright while providing for creative artistic choices in presenting the work.
- Make choices in presentation that arise from the text itself and its historical, social, and emotional context.
- Provide opportunities every season for new as well as returning artists to work with the company.
- Encourage in people of all ages a love of history, and an understanding of its relevance, through the immediacy of theater performance and outreach programs.