Development Associate (Part-Time)

Professional Resident Theatre seeks self-motivated Development Associate for year-round position.

Excellent writing and time management skills a must.

Duties include:

- grant writing/reporting/maintenance
- stewardship (tracking/mailing/marketing/special events) for select programs
- maintaining and updating patron records in CRM
- writing acknowledgment letters
- assisting with multiple department mailings
- other Development Department activities as assigned.


Send Resume and References to: Nancy Cook, Director of Development, PLAYHOUSE ON THE SQUARE, 66 South Cooper, Memphis, TN 38104. Nancy@playhouseonthesquare.org