

2NDSTAGE 40 YEARS BOLD

DATABASE INTERN

Second Stage Theater is seeking a seasonal, part-time Database Intern to support the organization in their use of the Tessitura CRM software. This position reports directly to the Director of Database & Technology and will be a vital member of the team in assisting with proper utilization and growth of data-driven initiatives, interacting closely with all departments, and supporting best-practices for effective uses of Tessitura.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Export, review, and import data for third-party imports
- Provide support in maintaining copy on TN Express Web (TNEW) v7 web platform
- Assist in duplicate management including merging and reviewing bulk merges
- Maintain data hygiene lists and update donor records as necessary
- Participate in testing and rollout of application software and new releases
- Assist in reviewing and testing HTML email confirmations
- Maintain and monitor style guides and standardization for data entry
- Support the accurate collection of data from across the organization
- Maintain awareness of industry trends and practices in the use of Tessitura

KEY ABILITIES & REQUIREMENTS

Candidates should be actively pursuing a degree with a focus in any of the following: Computer Science, Database Management, Web Design or comparable experience. The ideal candidate will have exemplary written/oral communication skills, excellent computer and database skills (knowledge of Tessitura is preferred), a strong attention to detail, exceptional organizational skills, a sociable personality, and the ability to coordinate multiple projects at once.

Experience with coding languages such as SQL, HTML, and CSS is strongly preferred.

All internships are paid at \$15 per hour. Interns are expected to work up to 20 hours a week. This is a seasonal position from September 2019 – December 2019.

Please email cover letter and resume to jobs@2st.com with 'Database Intern' in the subject line. No phone calls please.