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August 11, 2017

[Intern, Marketing](#)

This position is primarily responsible for assisting with all facets of Marketing Department operations. Intern will work with the Marketing Associate on online marketing, including social media, e-advertising, and research trending in various online advertising campaigns. They will also work with the Marketing Associate on campaigns for future Seasons (direct mail/print ads), with upcoming events...

August 11, 2017

[Intern, Development Assistant](#)

This position is primarily responsible for assisting the Chief Advancement Officer of the Development Department. Intern will support CAO with administrative duties and prospective projects, help serve as the first point of contact for general development inquiries, and as the development liaison between departments and the Board of Trustees, assist in processing gifts and acknowledgement letters,...

August 11, 2017

[Intern, Institutional Support](#)

This position is primarily responsible for assisting the Institutional Support Division within Development. Intern will help prepare proposals and submit applications for funding, assist in drafting acknowledgement letters, preparing mailings, maintain records in Raiser's Edge and Playbill, researching prospective funding opportunities, benefit fulfillment for corporate sponsors, maintaining department...

August 11, 2017

[Intern, Patron Services](#)

This position is responsible for assisting the Assistant Manager, Patron Services in stewarding members of the Golden Circle, Majors, and Board of Trustees. Intern will assist with ticket orders for ABT's Spring and Fall New York Seasons, help organize and plan donor trips while ABT is on tour, monitor various schedules and calendars, assist in scheduling backstage tours, meet&greet, class viewings,...

August 11, 2017

[Trisha Brown Dance Company Internships](#)

Trisha Brown Dance Company is dedicated to the creation, performance, and preservation of the work of Trisha Brown. TBDC is currently accepting intern applications for the following departments: Company Management Responsibilities include assisting with administrative tasks, updating the company's U.S. presenter database and some light correspondence. Development Work collaboratively with the...

August 11, 2017

[Intern, Special Events](#)

This position is responsible for supporting the Special Events Department in all areas of event planning. Intern will process Special Events income and maintain event records, produce acknowledgement letters, process invoices, track expenses, assist with mailings, help to maintain inventory, manage distribution of departmental mail, assist in designing all in-house event materials, draft event descriptions...

August 11, 2017

[Intern, Membership](#)

This position is primarily responsible for assisting with all facets of the Membership Department operations, and participates in all department fundraising events and activities. Intern will work with Membership Associate and Coordinator to process membership renewal gifts, generate acknowledgement letters, and update membership records, help with membership subscriptions and ticketing, preparing...

August 11, 2017

[Intern, Major Gifts](#)

This position is primarily responsible for assisting the Major Gifts team within the Development Department. They will assist Associate Directors of Major Gifts and Major Gifts Associate with administrative duties and projects, managing a portfolio of current and prospective donors, including the organization and maintenance of accurate records for files, Raiser's Edge and Playbill. Support Major...