

Tuesday, September 11, 2012

Development/Communications Intern at Dance New Amsterdam

mmontoya@dnadance.org

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DNA seeks an organized, energetic, detail oriented and hard-working intern to join its Development/Communications Department. This internship will offer significant responsibility and valuable hands-on experience in fundraising and nonprofit arts administration. Responsibilities will include researching grants, drafting correspondence, and other general administrative tasks as directed by DNA's Development and Communications Staff. We require that all interns are able to dedicate 20 hours a week for a period of 3-6 months. In return, an intern will receive college credit, if applicable, as well as free access to all performances at DNA and free classes (amount determined by number of hours worked). If an intern fails to fulfill his/her expected level of commitment, the Development Department holds the right to cancel the contract and internship benefits. Please send cover letter and recent resume to Mari Meade Montoya, Development Associate, at mmontoya@dnadance.org.

Qualified applicants will be contacted for an interview.

Mari Meade Montoya

mmontoya@dnadance.org

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