

Wednesday, September 24, 2014

Chez Bushwick Development/Special Events Intern

Company: Chez Bushwick

Location: Brooklyn, NY

Compensation: monthly metrocard, studio space

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Tess Deselle

Chez Bushwick is looking for an intern with interest and/or experience in Development/Special Events.

This intern will become an integral part of our small, friendly office staff, assisting in day-to-day operations as well as planning for our Fall Benefit. He or she will receive comprehensive basic training in multiple areas of non-profit administration, and will also receive opportunities to take the lead on skill-based projects.

Ideal candidates will be able to make a time commitment of 15-20 hours per week for approximately 3 months starting in September. He or she must be available to be onsite at our benefit and special events, including October 7, 20, 23, and November 17, all evening times.

Additional qualifications will include:

- Strong written and verbal communication skills
- Comfort in making cold calls
- Creative problem-solving
- Efficient and detail oriented work ethic

Benefits offered include: MTA reimbursements, free use of the Chez Bushwick studio, and admission to all Chez Bushwick events.

Please email Caitlin Dutton at studio@chezbushwick.net with a cover letter, resume, and 1-2 writing samples for consideration.

Chez Bushwick
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Brooklyn, NY, 11206
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For more information:
Caitlin Dutton
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