

Tuesday, February 2, 2016

Seeking Development & Events Intern | Battery Dance

Company: Battery Dance

Location: New York, NY

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Battery Dance provides internships for students interested in experiencing the gamut of practices that constitute the field of non-profit performing arts management and the role that dance plays in society. Interns will assist in a variety of exciting projects related to Battery Dance Company's international and domestic programs. The Internship Program seeks to engage the unique skills and interests of each individual in addition to helping students develop an aptitude for new and unfamiliar skills. We enthusiastically welcome interns into our management team, appreciating new voices and visions as an important and valued resource for the forward momentum of Battery Dance. The internship program is particularly beneficial for students wishing to pursue a career in arts management, budding choreographers and dance artists seeking to learn the logistics of running a dance company, and individuals who desire to affect social change through the arts, to further the art of dance both abroad and in NYC, or to gain volunteer/community service hours in a creative and engaging environment.

Development & Events Internship

Spring: March-June (immediate)

Interns will work across departments to help generate the income required to support programming and general operations. This internship is an excellent opportunity for anyone interested in learning more about all aspects not-for-profit development and events management.

Responsibilities will include:

- Working with staff to draft inquiry letters, acknowledgment letters, proposals, and other donor correspondence
- Assist on logistics for fundraising events by corresponding with clients, vendors, and caterers for cultivation events and external rentals
- Research potential and existing individual, foundation, corporate and government funders.
- Provide administrative support including coordinating large mailings, organizing and maintaining donor database, filing, copying, writing, and editing

Preferred Qualifications

- Excellent writing and verbal communication skills
- Detailed Oriented
- Experience with grant writing

Email Resume and Cover Letter to internships@batterydance.org

Battery Dance
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New York, NY, 10013
batterydance.org

For more information:
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