

Friday, August 11, 2017

Intern, Institutional Support

Company: American Ballet Theatre

Location: New York, NY

Compensation: Intern Stipend

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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 filing, and help support Department-wide activities, including special events, as needed.

American Ballet Theatre

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For more information:

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