

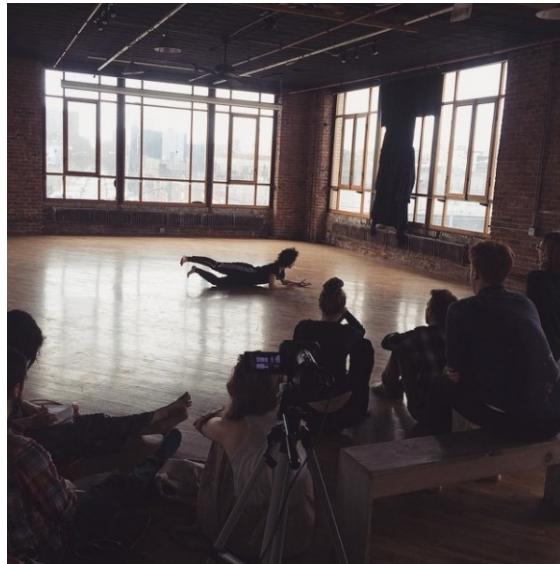
Thursday, December 21, 2017

Development & Marketing Intern

Company: Jonah Bokaer Arts Fondation

Location: Brooklyn, NY

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Development & Marketing Intern

Season 2018 - Q1

Jonah Bokaer Arts Foundation – New York City

Dance & Performing Arts

Jonah Bokaer Arts Foundation (formerly Jonah Bokaer Choreography, and Chez Bushwick Inc.) is a local, state, national, and international laboratory for interdisciplinary dance, art, and live performance, operating the work of Jonah Bokaer in the United States and abroad. The Foundation also operates rehearsal and performance facilities in Bushwick, Williamsburg, and Hudson, NY. We are seeking talented, professional administrative interns to join our Brooklyn team for the Winter/Spring Season. This is a part-time position. Office hours are flexible, but may include some nights and weekends based on performances and special events schedules.

Responsibilities Include:

Collaborating with Development & Marketing team on organizing special events and on our Annual Gala (January 29th, 2018)

Working with Development & Marketing team on research & data capture, analysis, building campaign reports and performance, updating contact lists and assist with CRM program

Aiding the Development Manager to assist with grant reporting and funding, assisting with Grants, Individual Membership, Major Donor, Corporate/Strategic Partnerships, Fundraising Events

Collaborate on PR and Communications matters:

Gather press reports, update press lists, organize meetings, photo calls, help with movie editing, coordinate photographers and creative, assist with graphic design and print and digital production of communications materials

In addition, this position may help with basic office tasks such as: answering the phone, the door, and receiving and distributing mail

Requirements:

B.A. or M.A. candidate in Business, Arts Administration, Communications/Journalism

Strong interpersonal and cross-cultural skills

Positive phone, email, and electronic communications and tone

Excellent copy-writing and copy-editing skills

Must be organized, punctual, and dependable, with attention to detail

Good command of Microsoft Office Suite

Good command of ADOBE Creative Suite

Knowledge and interest in art & performance and visual arts is preferred but not crucial

Polite, positive, and team player

Please, email us a cover letter and resume, both as Word or .pdf attachments at: communications@jonahbokaer.net with "Development &

Marketing Internship" as the subject.

Jonah Bokaer Arts Fondation
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For more information:
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