

Friday, July 19, 2019

2019 Fall NJDTE Development Internship Position

Company: New Jersey Dance Theatre Ensemble
Location: Summit, NJ
Compensation: Unpaid

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Fall 2019 Internship Opportunities

Development

New Jersey Dance Theatre Ensemble (NJDTE), a renowned pre-professional dance company, seeks an enthusiastic and insightful Development Intern. NJDTE has a state-of-the-art, 8,800 square-foot facility in downtown Summit, NJ. We are actively seeking a Development intern for the Fall 2019 season. An internship with NJDTE is an excellent opportunity to gain valuable hands-on experience with a renowned pre-professional training school and company and non-profit arts organization.

Responsibilities:

Assist with updating and managing donor database
Research grant and corporate giving opportunities
Prepare presentations for corporate donor giving, sponsorships, and private individuals opportunities
Assist with planning, research and creation of print materials for fundraising campaigns
Assist with promotion, planning and execution of NJDTE events

Requirements:

Proficient in Microsoft Office Suite (Word, Excel, Power Point)
Familiarity with Adobe Creative Suite a plus, especially Photoshop and InDesign
Excellent written and verbal communication skills
Ability to commute to Summit, NJ and Montclair State University
Highly detail-oriented and self-motivated
Positive and professional demeanor and attitude
Flexible, with the ability to multi-task
Interest in NJDTE's mission and non-profit dance organizations

Commitment:

Start Date: September 2019
4-month commitment, 10-15 hours per week
Flexible schedule

Compensation:

Internship positions are unpaid.
NJDTE will work with colleges and universities to provide interns with academic credit.

New Jersey Dance Theatre Ensemble
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