

Monday, September 13, 2021

Development Intern: Research & Events

Company: Ballet Hispanico

Location: New York, NY

Compensation: This unpaid internship is available part-time. Reimbursement is available for commute by subway.

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About:

Ballet Hispanico is seeking a part-time Development Intern to work within the Development & Marketing department for the 2021 fall semester. This comprehensive position will offer an intern professional experience in the areas of arts administration and fundraising. We welcome applications from undergraduate and graduate students, recent college graduates and early-career professionals.

Position Description:

The Development Intern will gain valuable, hands-on experience in fundraising and event planning for a nonprofit arts organization. The Development Intern will work for four hours on Tuesday and Wednesday afternoons in-person at the Ballet Hispanico offices with the option to work 4-8 additional hours virtually (pending current COVID-19 protocols throughout the duration of the internship). Please note dates and in-office hours are flexible.

Duties include but are not limited to the following:

- Assist the Assistant Director of Institutional Relations with:
 - Grant and foundation prospect research
 - Portfolio evaluation, lapsed funder research, and calendar organization
 - Establish Ballet Hispanico writing style guide
 - Track Alumni/survey (Instituto, School, Company) for outcomes
- Assist the Events Manager with:
 - Assistance in planning of fundraising, cultivation, and community events
 - On-site event assistance (evenings/weekends as needed, specifically September 26)
 - General administrative tasks such as printing, copying, and spreadsheet/database management
 - Vendor research and solicitation
- Other responsibilities:
 - Individual donor prospect research
 - Assist with year-end mailing appeal and other various communications/outreach
 - Assist with database maintenance
 - Other general administrative tasks as needed

Essential Skills and Qualities:

- Strong writing, office work and MS office computer skills
- Excellent interpersonal demeanor and oral communication
- Bilingual in Spanish is a plus, but not required.
- Desire to contribute to BH's mission with a personal commitment to growth and learning
- Passion for the arts, particularly in BIPOC communities

Internship Benefits:

- Invitation to Ballet Hispanico events and performances (pending current COVID-19 protocols)
- Opportunity to collaborate with departments across the organization
- Attendance at departmental and full staff meetings
- Network with staff and professionals in the field

To apply:

Submit a complete application consisting of the following:

- A cover letter describing your interest in this position and Ballet Hispanico
- A resume including relevant school and work experience

Please send all materials via email to Ellie Craven (ecraven@ballethispanico.org) with the subject line: BH Development Internship - your name. Please note: All eligible adults must be vaccinated to apply and enter the Ballet Hispanico offices.

Interview:

Once we have received your application, our office will confirm receipt of your materials and/or set up a Zoom interview. Applicants who are selected for a Zoom interview will be notified by email.

Ballet Hispanico
167 West 89th Street
New York, NY, 10024
ballethispanico.org

For more information:
Ellie Craven
ecraven@ballethispanico.org

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