

Thursday, July 22, 2010

Special Events/ Development Assistant Internship

Send resume and cover letter to Ethel Cohen, Development Assistant at ecohen@sab.org

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The School of American Ballet is looking for a bright, motivated individual to intern in the Development Department. An internship at the School of American Ballet offers a unique opportunity to learn about development and fundraising in the non-profit arena, while working for one of the Lincoln Center constituents. Intern tasks would include: researching potential sponsors and donors, assisting with the set-up and execution of donor events, helping with a variety of administrative tasks – including mailings, filing and Raiser's Edge data entry.

Scheduling is flexible, but the ideal candidate would be available at least 12 hours a week, especially Wednesday availability, for 3 to 6 months. Applicants should have good written and oral communication skills, strong attention to detail, excellent organizational skills, a positive attitude and a willingness to learn. Experience with research and an interest in arts administration a plus.

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[< back](#)

[previous listing](#) • [next listing](#)