

Thursday, August 12, 2010

## Development Department Internship at Danspace Project

How to Apply: Please e-mail a cover letter explaining your interest in an internship and resume to Reghan Sybrowsky, Development Associate at [reghan@danspaceproject.org](mailto:reghan@danspaceproject.org).

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### INTERNSHIP ANNOUNCEMENT

Danspace Project seeks an enthusiastic and capable individual for an internship in the Development Department, September – December 2010.

#### About Danspace Project:

For 35 years, Danspace Project has supported a vital community of contemporary dance artists in an environment unlike any other in the United States. Located in the historic St. Mark's Church in-the-Bowery, Danspace shares its facility with the Church, The Poetry Project, and Incubator Arts Project. Danspace Project's Commissioning Initiative has commissioned over 360 new works since its inception in 1994.

#### Mission:

Danspace Project presents new work in dance, supports a diverse range of choreographers in developing their work, encourages experimentation, and connects artists to audiences. [www.danspaceproject.org](http://www.danspaceproject.org)

#### Position Overview:

The Danspace Project Development Department seeks an intern to help with general office administration and special events.

#### Responsibilities:

- Help with special event planning & execution, including major donor cultivation events, a fall kick-off event, and planning for the spring gala
- Provide support for grant proposals and reports as needed
- Work in the donor database entering gifts and generating acknowledgement letters
- Other administrative tasks as defined by the development staff including web research

Must be able to commit to a minimum of 10-15 hours per week including occasional evenings and/or weekends

#### Qualifications:

Danspace seeks a self-motivated individual who is eager to learn. Must be proficient in Microsoft Office, including Word and Excel. Must be comfortable working with a database program (Donor Perfect) and performing online research. Attention to detail is a necessity. Individual must have a courteous manner and be able to work with staff, donors, and the general public. The ideal candidate is interested in exploring a career in arts administration.

#### Compensation:

This is an unpaid internship. Danspace will provide a diligent and reliable intern with excellent recommendation letters and free tickets to Danspace Project performances.

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