

Thursday, October 14, 2010

Event Planning/Fundraising Intern @ Brooklyn Arts Exchange!

Vanessa Adato Managing Director eventintern@bax.org

► [Share](#) | [Print](#) | [Download](#)

BAX/Brooklyn Arts Exchange is seeking a

Fundraising/Event Planning Intern

BAX/Brooklyn Arts Exchange, a non-profit multi-faceted performing arts center, is embarking on its 20th Anniversary Season and will be planning a variety of fundraisers and events throughout the year to celebrate. Planned events include our annual Stoop Sale, Online Auction, Individual Appeal Campaigns, 20th Birthday Party Gala Event, among others.

Fundraising/Event Planning Intern will work directly with the Managing Director and responsibilities will include assistance with recruitment and management of volunteers, solicitation of in-kind donations for specific events, outreach, hands-on management of events, tracking individual donations and writing thank you letters, and general assistance to the Managing Director as needed.

This is a perfect internship for someone who is a self-starter, detail oriented, creative thinker, and not afraid to roll her/his sleeves up. This internship is a unique opportunity to be immersed in a mid-size non-profit working in the performing arts.

This internship will run from January 3, 2011 to June 11, 2011. (some flexibility with the start and end date is possible). Ideal candidate should be able to devote 10 hours per week, ideally two 5 hour days.

Intern will receive an invaluable experience along with a \$750 Stipend and college credit if applicable. Other benefits include free admission to BAX dance and theater performances and discounts on classes and workshops through the 2010/11 season. If interested, please submit a cover letter describing why you are interested in this internship along with a resume to eventintern@bax.org.

Application deadline: November 15, 2010

NO phone calls or faxes please.

For more information about BAX, please visit www.bax.org

Vanessa Adato Managing Director eventintern@bax.org

[< back](#)

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