

Monday, August 1, 2011

Development & Administrative Internship

Please submit a cover letter, resume, and availability to Andrea Lodico Welshons, Managing Director, at andrea@keigwinandcompany.com. For more information about KEIGWIN + COMPANY, please visit our web site, www.keigwinandcompany.com.

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KEIGWIN + COMPANY is currently seeking independent and creative undergraduate or graduate students for a fall 2011 development/administrative internship. Interns will have the unique opportunity to learn about the operations of a non-profit dance company, working closely with a small staff.

Projects include:

helping prepare for K+C's special events, including the company's large-scale benefit in October 2011
researching potential funding sources
assisting with grant proposals and reports
entering and updating donor information and gifts into database, also assisting with mailings
general administrative duties

Applicants should be energetic and eager to learn with good writing and computer skills and an interest in dance and arts administration. Intern projects will vary depending on the intern's area of interest. However, all interns will be exposed the daily functions of running a dance company through assisting staff on marketing and fundraising efforts, data upkeep and management.

All internships are unpaid but can be taken for academic credit. Interns must be willing to commit to a minimum of 15 hours per week.

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