

Wednesday, March 20, 2013

## Creative Outlet Development Coordinator Internship

To Apply: Please send your [rÃ©sumÃ©](mailto:rÃ©sumÃ©@creativeoutlet.org) and cover letter via e-mail to [jamelg@creativeoutlet.org](mailto:jamelg@creativeoutlet.org). No calls please. [► Share](#) | [Print](#) | [Download](#)

Creative Outlet Dance Theatre of Brooklyn

Jamel Gaines' *Creative Outlet Dance Theatre of Brooklyn* is a world-renowned dance company dedicated to enriching the arts community through artistic excellence. Our company has been lauded internationally and nationally for the "richness of dance tone" and "contagious vitality" of its productions.

Creative Outlet's dance-theatre has been featured on international stages in a wide variety of countries such as Italy, England, Mexico, Spain, and Jamaica. Our work has seen prestigious stages such as the Lincoln Center, The Apollo Theatre, the Brooklyn academy of Music, the Paramount Theatre, and Central Park's SummerStage.

Artists from our company and school have gone on to work with Broadway productions such as *Fela!*, *The Lion King*, and *Memphis* and collaborated with celebrities such as Beyonce, Madonna, Rihanna, and Michael Jackson.

The Development Coordinator's main function will be grant-writing, fundraising and outreach to Creative Outlet's supporters which include individuals, foundations, corporations, and government entities. This position is ideal for those looking to gain practical arts administration experience in the area of fundraising and development. Other duties include:

- Consolidating and maintaining the evolving development database and mailing lists
- Prospect research and the collection/maintenance of related grant information
- Coordinating proposal packages and fundraising mailings
- Assisting with the coordination of fundraising events

Qualifications: The ideal candidate should have at least 2 years of development experience. The candidate should be a self-starter with great communication/writing skills, computer proficiency, and ability to work as part of a team. Attention to detail and ability to multi-task is also desired.

Creative Outlet has a small staff and a friendly working environment. Interns are an important part of our office, and are active contributors to the maintenance of Creative Outlet.

Notes:

- Internship has the ability to earn income & create a job.
- Summer internship.
- Please include email address & phone number.

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