

Monday, February 24, 2014

Pilobolus is seeking a Development Intern

Submit your cover letter and resume to Isabella Joslin at ijoslin@pilobolus.org. Please include "Development Internship: [NAME]" in the subject line of the email. Part-time. New York City-based. School credit available. Unpaid. [Share](#) | [Print](#) | [Download](#)

The Company:

Founded in 1971, Pilobolus has built an international following on its commitment to the human body as the ultimate medium of expression and the collective mind as its ultimate architect. With offices in Washington Depot, Connecticut and New York City, in recent years Pilobolus has expanded from an avant garde dance troupe into an entertainment company involved in the creation and distribution of dance, live performances, advertising, publishing, film, and music videos throughout the world, without ever losing sight of their core mission: to make art that builds community.

The Opportunity:

Pilobolus is seeking an intelligent, energetic, good-humored and motivated intern for the Development department of its New York City office. The internship promises to provide exposure to many areas of the company, providing an understanding of how a nonprofit arts organization functions. Specific responsibilities will include assisting with the production and follow-up for major fundraising events, researching potential funding opportunities, hosting donors at company events, database management, and the opportunity to assist in the various activities throughout the company.

A successful intern candidate will have:

A completed or in-progress Bachelor's degree in liberal arts or business administration

Exceptional written and oral communication skills

Excellent proofreading skills with continual attention to detail in all aspects of the internship

Ability to communicate effectively and project a professional image when giving and taking information in writing, in person or over the phone

High level of proficiency and extensive knowledge of Microsoft Word, Excel, Powerpoint and Google Drive

Ability to commit 8-24 hours per week

Knowledge of Salesforce a plus

Pilobolus Dance Theater is an equal opportunity employer and a drug free workplace.

Position available immediately. Applications will be accepted until position is filled.

Pilobolus Video Snapshots:

2013 rep:

<http://youtu.be/OpUMNyACkuE>

Pilobolus Creative Services:

<http://youtu.be/YZCmb7IQj5U>

Shadowland:

<http://youtu.be/sX5AOkgxpqk>

Educational Programming:

http://youtu.be/CO_GXymJJIA

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