

Wednesday, June 10, 2015

## Development Internship - New York Live Arts

Company: New York Live Arts

Location: New York, NY

Compensation: Opportunities to attend performances and other events at Live Arts and some affiliated organizations

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New York Live Arts

Development Internship

New York Live Arts, the organization formed from the merger of Dance Theater Workshop and The Bill T. Jones/Arnie Zane Dance Company is seeking an intern to work with its small development staff at its offices on 19th Street in Chelsea.

The intern will participate in and support the full range of the department's activities, including special events, membership, institutional giving, and individual giving. Depending on the department's workload at any given time, the intern may work for a sustained period with one area or rotate among projects in each area.

In addition to the qualifications below, the position requires discretion and confidentiality with regard to donor information and other activities of New York Live Arts. The position is unpaid, and we welcome applicants seeking academic credit or community service hours in accordance with their institution's requirements. The intern will have opportunities to attend performances and other events at Live Arts and some affiliated organizations.

### Responsibilities

- Support preparations for fundraising and member events
- Draft correspondence and other written materials; prepare mailings and assemble collateral materials
- Provide administrative support to the Development Department
- Research individual and institutional donor prospects
- Enter and maintain information in Patron Manager database

### Specifications

- A minimum of eight hours a week or longer, with some late evenings and long days to staff events or participate in other activities outside business hours.

### Qualifications

- Strong written and verbal skills in English
- Good attention to detail and ability to synthesize information
- Ability to prioritize and meet hard deadlines
- Proficient understanding of Microsoft Word, Excel, PowerPoint, and Outlook

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