

Wednesday, May 4, 2016

## Arts Administration intern

Company: Dancewave

Location: Brooklyn, NY

Compensation: Monthly travel stipend available

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This Arts Administration Internship at Dancewave is a life-changing opportunity for anyone interested in professional fundraising, non-profit leadership and arts administration with a focus on development. Jumpstart your career by joining the Dancewave team as it embarks on an exciting capital campaign AND gain firsthand experience in fundraising, special events, annual appeals, donor cultivation, grantwriting and more. Working alongside the Development Associate and Executive Director, you will gain hands-on experience, training and exposure to field professionals including public officials, nonprofit administrators, artists and philanthropists. Strengthen your professional resume while supporting Dancewave's mission, "transforming lives through dance" for thousands of New York City youth and adults! Skills cultivated under the guidance of the Development Team are transferable and there are numerous opportunities for employment at Dancewave, for the right individual.

### Responsibilities:

- Support Development department with Capital Campaign planning
- Support annual fund through coordination, grant-writing and submission of foundation, corporate and government grant proposals and final reports
- Prospect research identifying new funding opportunities; update development timeline
- Create new cultivation materials for potential donors/sponsors
- Track and process incoming donations; create and mail acknowledgment letters
- Assist with special events including annual Spring Gala fundraiser, cultivations, community engagement activities and performances

### Requirements:

- Bachelor's Degree Preferred
- Superb written and verbal communication skills & obsessive attention to detail
- Positive and professional demeanor, with a flexible, can-do attitude
- Interest in Dancewave's mission and commitment to serving youth
- Proficiency in Microsoft Office Suite (Word, Excel, Power Point); Salesforce a plus

Commitment: 20 hours per week for 6 months. Additional hours may be requested.

Compensation: Monthly transportation stipend available.

### To Apply:

Email resume, cover letter, and writing sample to [jobs@dancewave.org](mailto:jobs@dancewave.org), with "Arts Administration Internship" in the subject title. \*\*No calls or unscheduled visits.\*\*

Dancewave  
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For more information:  
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