

Friday, August 11, 2017

Intern, Development Assistant

Company: American Ballet Theatre

Location: New York, NY

Compensation: Intern Stipend

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This position is primarily responsible for assisting the Chief Advancement Officer of the Development Department. Intern will support CAO with administrative duties and prospective projects, help serve as the first point of contact for general development inquiries, and as the development liaison between departments and the Board of Trustees, assist in processing gifts and acknowledgement letters, serve as Secretary for the Board of Trustees' Development and Nominating Committees by coordinating meeting dates, locations, preparing materials, taking minutes, and coordinating follow-up. They will also assist in being the Development representative for ABT's social media, help process ticket requests and backstage tours, help with day-to-day activities, research projects about local institutions and philanthropic donors, and support Development Department-wide activities, including special events.

American Ballet Theatre
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