

Friday, August 11, 2017

## Intern, Membership

Company: American Ballet Theatre  
Location: New York, NY  
Compensation: Intern Stipend

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This position is primarily responsible for assisting with all facets of the Membership Department operations, and participates in all department fundraising events and activities. Intern will work with Membership Associate and Coordinator to process membership renewal gifts, generate acknowledgement letters, and update membership records, help with membership subscriptions and ticketing; preparing, proofing, and customizing orders, data entry, database tracking, mailings, and donor confirmations. Also will work with the Special Events team with logistics of member events including studio visits, receptions, and special lectures.

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[< back](#)

[previous listing](#) • [next listing](#)