

Friday, August 11, 2017

## Intern, Special Events

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

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This position is responsible for supporting the Special Events Department in all areas of event planning. Intern will process Special Events income and maintain event records, produce acknowledgement letters, process invoices, track expenses, assist with mailings, help to maintain inventory, manage distribution of departmental mail, assist in designing all in-house event materials, draft event descriptions for ABT website, serve as contact for patron event inquiries, and staff special events.

American Ballet Theatre  
890 Broadway Fl 3  
New York, NY, 10003  
212-477-3030  
[www.abt.org](http://www.abt.org)

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