

Tuesday, July 31, 2018

## Fundraising & Events Intern

Company: Ballet Hispánico  
Location: New York, NY

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### About The Program:

Ballet Hispánico offers a comprehensive internship program, either full-time or part-time. Interns experience professional and educational mentorship in the areas of Arts Administration, Fundraising, Marketing, Events Production, or Education. If you are an undergraduate student, graduate student, recent college graduate or an early-career professional, you are eligible to apply. We are currently looking for a part-time Fundraising and Special Events Intern with our External Affairs Department.

### Position Description:

The Fundraising and Special Events Intern will work with the External Affairs team to gain valuable hands-on experience in fundraising and event planning for a non-profit arts organization. Duties include, but are not limited to:

- Assistance in the coordination and planning of Hispanic Heritage Month events, events surrounding the annual - Company performances at the Apollo Theater, and the annual gala benefit, as well as any other fundraising or cultivation event
- Help with mailing appeals and other various outreach
- Research of prospective individual and institutional donors
- Assisting with departmental budgeting and expenses
- General administrative tasks

This unpaid internship is available part-time and will require occasional night and weekend hours.

### Essential Skills and Qualities:

- Strong writing, office work and MS office computer skills
- Excellent interpersonal demeanor and oral communication
- Desire to contribute to BH mission, and a personal commitment to growth and learning
- Sense of humor and reliable

### Internship Benefits:

- Invitations to BH events, rehearsals, and performances
- Exposure to the workings of all departments
- Attendance at departmental and full-staff meetings
- Network with staff and professionals in the field through site visits
- Gain experience that will increase value to prospective employers
- Build a resume and references

### To Apply:

A complete application consisting of the following:

- A cover letter describing your interest in this position and Ballet Hispánico's work
- A resume including relevant school and work experience

Send all materials via email to Cynthia Tong at [ctong@ballethispanico.org](mailto:ctong@ballethispanico.org)

Subject heading: BH Internship Program- your name

*No phone calls please.*

Interviews:

Once we have received your application, our office will be in touch to confirm receipt of your materials, and/or set-up an interview.

Deadlines:

Open enrollment on an as needed basis. Ideally, we are looking for an Intern who is available starting September 4th through early December. The days and times of the internship are very flexible.

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For more information:  
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