

Thursday, September 27, 2018

## VIVO Ballet seeks Internships

Company: VIVO BALLET  
Location: New York

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VIVO Ballet is looking for someone to join the team as administrative support. We are seeking someone with prior experience working in arts administration and is task-oriented with strong communication skills.

This is a true arts administration internship as the applicant will be assisting VIVO Staff with business operations in public relations, marketing, fundraising, and communications. Experience with Google Suite is preferred, but not essential.

### Responsibilities

Enhance communications by designing and managing a bi-weekly newsletter

Working with the Administrative Manager to complete written documents for public relations.

Working with the development team to organize a fundraising project and implement a strategic marketing plan.

The Internship this fall season at VIVO Ballet offers a unique opportunity to be involved in a dynamic world-renowned arts organization that supports and shares the dynamic artistic vision of Artistic Director, Enzo Celli.

To apply, please send a resume, and a cover letter to [company.us@vivoballet.com](mailto:company.us@vivoballet.com) with subject heading: "Internship LASTNAME\_FIRSTNAME"

The position is open for applications till October 7th.

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