

Monday, July 30, 2018

Administrative Intern Part Time

Company: Jonah Bokaer Arts Foundation
Location: Brooklyn, NY
Compensation: Metro Card

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JBAF

Jonah Bokaer Arts Foundation (formerly Jonah Bokaer Choreography, and Chez Bushwick Inc.) is a local, state, national, and international laboratory for interdisciplinary dance, art, and live performance, operating the work of Jonah Bokaer in the United States and abroad. The Foundation also operates rehearsal and performance facilities in Bushwick, Williamsburg, and Hudson, NY. We are seeking talented, professional administrative interns to join our Brooklyn team for the Spring/Summer Season. This is a part-time position. Office hours are flexible, but may include some nights and weekends based on performances and special events schedules.

Responsibilities Include:

Collaborating with Development & Marketing team on organizing special events

Working with Development & Marketing team on research & data capture, analysis, building campaign reports and performance, updating contact lists and assist with CRM program

Aiding the Development Manager to assist with grant reporting and funding, assisting with Grants, Individual Membership, Major Donor, Corporate/Strategic Partnerships, Fundraising Events

In addition, this position may help with basic office tasks such as: answering the phone, the door, and receiving and distributing mail

Requirements:

B.A. or M.A. candidate in Business, Arts Administration, Communications/Journalism

Strong interpersonal and cross-cultural skills

Positive phone, email, and electronic communications and tone

Excellent copy-writing and copy-editing skills

Must be organized, punctual, and dependable, with attention to detail

Good command of Microsoft Office Suite

Knowledge and interest in art & performance and visual arts is preferred

To Apply:

Please email us a cover letter and resume, both as Word or .pdf attachments, to communications@jonahbokaer.net and contact@jonahbokaer.net with "Administrative Spring Internship" as the subject. In your cover letter, please include:

Why you are interested in an internship with us

The number of hours per week you intend to commit (minimum 10 hours/week)

Your preferred start and end dates (generally a 3 month commitment is required, but shorter terms will be considered if the internship has a limited scope and the educational and organizational goals can be achieved with a shorter timeline)

Internship applications and inquiries are accepted on a rolling basis.

