

INTERN, SPECIAL EVENTS AND CORPORATE SPONSORSHIP

The School of American Ballet (SAB) is seeking an enthusiastic and responsible individual to support the operations of a dynamic department. The ideal candidate is interested in gaining real-world experience in event production, fundraising, patron and corporate relations, database management, and arts administration.

SAB was founded in 1934 with a mission to prepare dancers for professional careers in ballet, and has trained over 17,000 students and produced more professional dancers than any other school in the United States. Located at Lincoln Center for the Performing Arts, SAB is the official, yet independent, school of the New York City Ballet. Alumni fill the rosters of New York City Ballet and over 85 dance companies worldwide.

The Special Events and Corporate Sponsorship department raises more than \$2.4 million annually from four major fundraising events and an evolving corporate relations program. The team also oversees the planning of several board and staff events throughout the year. This position offers hands-on experience in gala event production and fundraising.

This internship is a paid, part-time opportunity with flexible hours and opportunities for growth and mentorship. The desired time commitment is 15-20 hours/week, and the position is compensated at \$15/hour. Benefits include access to Lincoln Center performances and SAB events. The position will run from September through mid-December, with the opportunity to extend into the spring.

Position Responsibilities

- Assist in the creation of corporate sponsorship proposals, including design and copy writing
- Attend gala events and assist in event production
- Engage in hands-on management of all aspects of event preparations
- Correspond with patrons by phone and email, troubleshooting issues as needed
- Write and create e-blasts and ThankViews for all events
- Participate in database management, including but not limited to acknowledging contributions, maintaining donor information, and historical event information
- Design contact sheets and fact sheets for events
- Draft Benefit Committee letters and assist in fulfillment of Benefit Committee mailings
- Perform administrative tasks including calendar upkeep, filing, and processing patron orders
- Long-term research projects as applicable

Qualifications

- Professional demeanor, strong organizational skills, and attention to detail
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and capacity to learn and utilize fundraising databases
- Capable of prioritizing and managing multiple assignments in a busy work environment
- Interest in the performing arts, dance, and/or education preferred
- Knowledge of SAB, Raiser's Edge, and graphic design a plus
- Must be able to lift 25lbs, some nights and weekends may be required

Submission Instructions

Submit a cover letter and resume to jbrown@sab.org with the email subject, "**Intern, Special Events and Corporate Sponsorship.**" No phone calls, please.

The School of American Ballet is an Equal Opportunity Employer. SAB is committed to an equitable and inclusive program and a diverse faculty, staff and student body. Candidates from diverse backgrounds are encouraged to apply.