



NJDTE NEW JERSEY DANCE THEATRE ENSEMBLE
NANCY TURANO, ARTISTIC DIRECTOR

2017 Internship Opportunities

Development

New Jersey Dance Theatre Ensemble (NJDTE), a renowned pre-professional dance company, seeks an enthusiastic and insightful Development Intern. NJDTE recently opened a new state-of-the-art, 8,800 square-foot facility in downtown Summit, NJ. With NJDTE's move to its new community and expanded programming and events for Summer 2017 and the 2017-18 season, an internship with NJDTE is an excellent opportunity to gain valuable hands-on experience during a critical time of growth for a non-profit arts organization.

Responsibilities:

- Assist with planning, research and creation of print materials for fundraising campaigns
- Research grant and corporate giving opportunities
- Assist with writing grant proposals
- Assist with updating and managing donor database
- Assist with promotion, planning and execution of NJDTE events

Requirements:

- Excellent written and verbal communication skills
- Highly detail-oriented and self-motivated
- Positive and professional demeanor and attitude
- Flexible, with the ability to multi-task
- Interest in NJDTE's mission and non-profit dance organizations
- Proficient in Microsoft Office Suite (Word, Excel, Power Point)
- Familiarity with Adobe Creative Suite a plus, especially Photoshop and InDesign

Commitment:

- Start Date: ASAP
- 4-month commitment, 10-20 hours per week
- Flexible schedule

Compensation:

- Internship positions are unpaid; however, interns with prior dance experience are invited to attend weekly technique classes at the discretion of Artistic Director Nancy Turano
- NJDTE will work with colleges and universities to provide interns with academic credit

If interested, please email your resume to Corey Bliss – cbliss@njdte.org – and indicate "Development internship" in the subject line.