



Fall 2019 Internship Opportunities
Development

New Jersey Dance Theatre Ensemble (NJLTE), a renowned pre-professional dance company, seeks an enthusiastic and insightful **Development Intern**. NJLTE has a state-of-the-art, 8,800 square-foot facility in downtown Summit, NJ. We are actively seeking a Development intern for the Fall 2019 season. An internship with NJLTE is an excellent opportunity to gain valuable hands-on experience with a renowned pre-professional training school and company and non-profit arts organization.

Responsibilities:

- Assist with updating and managing donor database
- Research grant and corporate giving opportunities
- Prepare presentations for corporate donor giving, sponsorships, and private individuals opportunities
- Assist with planning, research and creation of print materials for fundraising campaigns
- Assist with promotion, planning and execution of NJLTE events

Requirements:

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

Commitment:

- Start Date: September 2019
- 4-month commitment, 10-15 hours per week
- Flexible schedule

Compensation:

- Internship positions are unpaid.
- NJLTE will work with colleges and universities to provide interns with academic credit.