



Spring & Summer 2020 Internship Opportunities

Development

New Jersey Dance Theatre Ensemble (NJDTE), a renowned pre-professional dance company, seeks an enthusiastic and insightful **Development Intern**. NJDTE has a state-of-the-art, 8,800 square-foot facility in downtown Summit, NJ. We are actively seeking a Development intern for the Spring or Summer 2020 season. An internship with NJDTE 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 NJDTE events

Requirements:

- Proficient in Microsoft Office Suite (Word, Excel, Power Point)
- Familiarity with Adobe Photoshop and InDesign, iMovie/Premiere video editing, Garageband Music editing
- Excellent written and verbal communication skills
- Ability to commute to Summit, NJ and Montclair State University, and other off-site locations
- Ability to attend events outside of regular weekly schedule (dates will be given in advance)
- 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

Commitment:

- Start Date: Spring - February 2020 | Summer - May 2020
- 4-month commitment, 10-15 hours per week
- Flexible schedule

Compensation:

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