

## Development Intern: Research & Events

### About:

Ballet Hispánico is seeking a part-time Development Intern to work within the Development & Marketing department for the 2021 fall semester. This comprehensive position will offer an intern professional experience in the areas of arts administration and fundraising. We welcome applications from undergraduate and graduate students, recent college graduates and early-career professionals.

### Position Description:

The Development Intern will gain valuable, hands-on experience in fundraising and event planning for a nonprofit arts organization. The Development Intern will work for **four hours on Tuesday and Wednesday afternoons in-person at the Ballet Hispánico offices with the option to work 4-8 additional hours virtually** (pending current COVID-19 protocols throughout the duration of the internship). **This internship will take place from September 7-December 17.** Please note these dates and in-office hours are flexible.

### Duties include but are not limited to the following:

- **Assist the Assistant Director of Institutional Relations with:**
  - Grant and foundation prospect research
  - Portfolio evaluation, lapsed funder research, and calendar organization
  - Establish Ballet Hispánico writing style guide
  - Track Alumni/survey (*Instituto*, School, Company) for outcomes
- **Assist the Events Manager with:**
  - Assistance in planning of fundraising, cultivation, and community events
  - On-site event assistance (evenings/weekends as needed, specifically September 26)
  - General administrative tasks such as printing, copying, and spreadsheet/database management
  - Vendor research and solicitation
- **Other responsibilities:**
  - Individual donor prospect research
  - Assist with year-end mailing appeal and other various communications/outreach
  - Assist with database maintenance
  - Other general administrative tasks as needed

### Essential Skills and Qualities:

- Strong writing, office work and MS office computer skills
- Excellent interpersonal demeanor and oral communication
- Bilingual in Spanish is a plus, but not required.
- Desire to contribute to BH's mission with a personal commitment to growth and learning
- Passion for the arts, particularly in BIPOC communities

### Compensation:

This unpaid internship is available part-time. Reimbursement is available for commute by subway.



### **Internship Benefits:**

- Invitation to Ballet Hispanico events and performances (pending current COVID-19 protocols)
- Opportunity to collaborate with departments across the organization
- Attendance at departmental and full staff meetings
- Network with staff and professionals in the field

### **To apply:**

Submit a complete application consisting of the following:

- A cover letter describing your interest in this position and Ballet Hispanico
- A resume including relevant school and work experience

Please send all materials via email to Ellie Craven ([ecraven@ballethispanico.org](mailto:ecraven@ballethispanico.org)) with the subject line: BH Development Internship - *your name*. **Please note: All eligible adults must be vaccinated to apply and enter the Ballet Hispanico offices.**

### **Interview:**

Once we have received your application, our office will confirm receipt of your materials and/or set up a Zoom interview. Applicants who are selected for a Zoom interview will be notified by email.

### **About Ballet Hispanico:**

For fifty years, Ballet Hispanico has been the leading voice intersecting artistic excellence and advocacy, and is now the largest Latinx cultural organization in the United States and one of America's Cultural Treasures. Ballet Hispanico brings communities together to celebrate and explore Latino cultures through innovative dance productions, transformative dance training, and enduring community engagement experiences.

National Medal of Arts recipient Tina Ramirez founded Ballet Hispanico in 1970, at the height of the post-war civil rights movements. From its inception, Ballet Hispanico focused on providing a haven for Black and Brown Latinx youth and families seeking artistic place and cultural sanctuary. By providing the space for Latinx dance and dancers to flourish, Ballet Hispanico uplifted marginalized emerging and working artists, which combined with the training, authenticity of voice, and power of representation, fueled the organization's roots and trajectory. In 2009, Ballet Hispanico welcomed Eduardo Vilaro as its Artistic Director, ushering in a new era by inserting fresh energy to the company's founding values and leading Ballet Hispanico into an artistically vibrant future. Today, Ballet Hispanico's New York City headquarters house a School of Dance and state-of-the-art dance studios for its programs and the arts community. From its grassroots origins as a dance school and community-based performing arts troupe, for fifty years Ballet Hispanico has stood as a catalyst for social change.

Ballet Hispanico provides the physical home and cultural heart for Latinx dance in the United States. Ballet Hispanico has developed a robust public presence across its three main programs: its Company, School of Dance, and Community Arts Partnerships.

Through its exemplary artistry, distinguished training program, and deep-rooted community engagement efforts Ballet Hispanico champions and amplifies underrepresented voices in the field. For fifty years, Ballet Hispanico has provided a place of honor for the omitted, overlooked, and oppressed. As it looks to the next fifty years and beyond, Ballet Hispanico seeks to empower, and give agency to, the Latinx experience and those individuals within it.