



ALONZO KING LINES BALLET

COMPANY | DANCE CENTER | BFA at DOMINICAN | TRAINING PROGRAM | SUMMER PROGRAM

Alonzo King LINES Ballet Development & Events Internship, San Francisco

Alonzo King LINES Ballet, an internationally-renowned leader in artistic innovation and dance education, seeks an exceptional intern to join its Development & Events team. Celebrating 37 years of reimagining ballet, LINES has an expansive vision for dance based on individual and collective transformation. Through performances, collaborations, and education programs for people of all walks of life, LINES shapes a community that values independent thinking, individuality, empathy, and fearless exploration. LINES Ballet reaches global audiences of 50,000 through 60+ annual performances a year and serves 10,000 students through its world-class dance training for all levels.

The Development & Events Internship is an opportunity to be a part of a team invested in advancing LINES Ballet's global mission by expanding the organization's community of supporters. This is a 3-month position with the opportunity to continue during the summer. Academic credit may be arranged. Interns receive complimentary classes at Alonzo King LINES Dance Center and performance tickets.

Responsibilities

- Research current and potential funding sources, including corporate and foundation grants
- Collaborate with the team to manage donor events (open rehearsals, backstage receptions, Gala) and prepare materials for Board of Directors meetings
- Lead a group of volunteers to oversee the guest experience of LINES Ballet's April 11 Gala
- Collect data about LINES' audience and in support of the organization's capital campaign messaging and materials
- Assist with the creation of acknowledgement letters and stewardship reports
- Help with data integrity by maintaining accurate records in Salesforce
- Develop impact stories and other content for LINES Ballet digital magazine
- Provide general administrative support

Qualifications

- Professional demeanor, attention to detail, and excellent written and verbal communication skills
- Ability to multi-task, prioritize, and problem-solve in a fast-paced work environment
- Sense of discretion when dealing with confidential information
- Proficiency in Microsoft Office, Database experience a plus

Hours: 8-10 hours/week between 9am-6pm, February—April 2020; select nights and weekends required for events

Location: 26 7th Street, San Francisco

To Apply: Send cover letter and resume to development@linesballet.org