JOB TITLE: Ballet Chesapeake Arts Administration Internship

LOCATION: Abingdon, MD

REPORTS TO: Executive Director

Description of Organization: Ballet Chesapeake is a non-profit organization committed to excellence and access on stage, in the studio and in the community.

Description of Position:

An internship with Ballet Chesapeake is an opportunity to be exposed to the inner workings of a complex dance school. Interns will learn arts administration and management. Primary roles and responsibilities may include:

* Recruitment through marketing campaigns including direct mail, grass roots, online and special events
* Provide customer service through various channels including in person, phone, email, social media, and written notifications
* Special event support in the preparation and execution of annual events including Nutcracker and Spring Production
* Support Managers and Directors with executive projects in accordance with Ballet Chesapeake’s mission
* Opportunity to attend and participate in staff and Board meetings

Qualifications:

* Interest in arts education and administration
* Excellent communication skills
* Ability to interact effectively with constituents of all levels, from small children to adults
* Ability to handle sensitive information in a discreet and professional manner
* Computer skills, including Microsoft Office Suite
* Flexibility, positive attitude, and good work ethic
* Strong attention to detail
* Ability to work independently, and as a member of a team

Ballet Chesapeake is an equal employment opportunity employer. Ballet Chesapeake internships are unpaid. Ballet Chesapeake internships are for credit (preferred) or on a volunteer basis. Ballet Chesapeake Interns in the Fall and Spring are eligible for complimentary tickets to performances and discounted classes.

To apply, send cover letter and resume (e-mail preferred) to: info@balletchesapeake.org – please include the name of the internship in the subject line of the email.