



Our Mission: We create, perform, teach and promote dance as an essential and inspiring element of our community.

Culture: Everything we do at Nashville Ballet we do in furtherance of our mission. It is why we exist. Our Vision for 2020 is that Nashville Ballet will be recognized internationally as an artistically excellent center of dance that is innovative, influential and financially strong. Every employee at Nashville Ballet is in the unique position to live, impact and lead our culture.

Our Enduring Values

- We believe in the transformative power of art.
- We inspire appreciation for the art of ballet.
- We strive for excellence with integrity in all we do.
- We respect one another and the art form.

The understanding of and the ability to not only support but celebrate our culture is essential to each and every person at Nashville Ballet.

Job Description for Development & Special Events Intern

Reports To: Director of Development

Area of Responsibility: Development & Special Events

Position Summary: Nashville Ballet operates using earned revenue (60%) and contributed revenue (40%). As an intern in the Development Department, you will be immersed in the challenges and successes of raising contributed revenue. From assisting with planning and facilitating special events, working with data to track and strategize upcoming efforts, or researching potential individual, corporate or foundation prospects for future partnerships, you will be critical in keeping Nashville Ballet's contributed income healthy and sustainable.

Essential Functions and Responsibilities: Particularly, the development intern will:

- Learn and use online database of institutional funders to identify new grant opportunities;
- Conduct market research for new corporate partners;
- Conduct market research for special event opportunities and source pricing information from vendors for events;
- Learn to use and actively work in a CRM/donor database (Tessitura);
- Write and edit grants and proposals;
- Assist with patron communication, cultivation, solicitation and stewardship.
- This list is non-exhaustive.

Logistics and Compensation: The Development Summer Internship position will have a flexible date range in June, July and/or August. All internships are unpaid positions, though staff will work individually with students to meet and document requirements for academic credit. Internship positions may be available throughout spring semester, fall semester, or summer. Housing is not included in the internship.

Physical Demands: The physical demands described here are a non-exhaustive list of those that must be met by an intern to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to handle, feel, talk and hear. The employee is frequently required to stand, walk, and reach with hands and arms above the shoulder. The employee is frequently required to sit and occasionally stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

To Apply: To be considered for the position, please email the items detailed below with your name as the file name to careers@nashvilleballet.com. Include "Development Internship" as the email's subject line.

- Cover letter indicating your preferred area of interest, your interest and/or background for working in the arts and the term for which you are applying (summer, fall, spring)
- Résumé including present and permanent addresses, education, and work experience
- Writing sample (2-3 pages from a class paper, newspaper article, etc.) that best represents your writing skills
- Two letters of recommendation, along with contact information, from professors, past supervisors, or others who can speak to your work ethic and skills
- Incomplete submissions will not be considered, nor will submissions sent via postal mail or fax. No phone calls, please.