

Section I - Job Identification

Job Title:	Charlotte Ballet Special Events Intern
Department:	Development
Reports To (Job Title):	Special Events and Volunteer Coordinator
Dates of Internship:	16 hours a week for 11 weeks. 176 hours total. Begins May 15- Ends July 26, Mondays and Wednesdays, 9 AM- 5 PM (Schedule can be adjusted as needed)

Section II - Job Purpose, Scope & Responsibilities

Job Purpose: To provide support for Charlotte Ballet events, working directly with the Development Team (specifically Special Events and Volunteer Coordinator) on logistics of upcoming donor and fundraising events. Examples include 2nd Annual Night at the Nutcracker and 6th Annual Dancing with the Stars of Charlotte.

Job Duties and Responsibilities:

1.	Assist in organizing event timelines including preparation of day of logistics, attendee lists, talking points, etc.
2.	Conduct vendor research and prospecting in conjunction with Charlotte Ballet special events.
3.	Assist in support of volunteer task force and event committees. Attend committee meetings and record meeting minutes.
4.	Develop electronic archive system for previous events to ensure accuracy in materials for future reference in planning.
5.	Assist in the inventory management of Charlotte Ballet Special Event materials and supplies.
6.	General administrative support to the Development Department as needed and projects as assigned.

Section III - Job Dimensions and Qualifications

Internal Contacts:	Special Events and Volunteer Coordinator, Director of Individual Giving, Director of Development, Annual Giving Manager, Corporate Relations Manager
Education Level and Focus:	A candidate must be currently enrolled in a University/College program, or a recent College graduate. Minimum of a 3.5 GPA.
Years and Type of Related Experience Required:	A candidate must have experience in a customer service-related field and obtained a high school diploma or equivalent.
Professional/Technical Competencies	<ul style="list-style-type: none">• Strong organizational skills and experience in an administration office is strongly preferred• Excellent computer skills and proficient in MS Word and Excel• Must have the discretion to work with confidential donor information• Strong sense of personal responsibility and self motivation, including the ability to work independently• Demonstrates competency in filing systems and business etiquette• Excellent written and oral communication skills• Must be able to lift at least 20 lbs.

Application Process

Please email resumes to eportal@charlotteballet.org with the subject line of Special Events Intern. No phone calls please.