

INTERN-ADVANCEMENT

Position Summary

Milwaukee Ballet is home to a professional dance Company, Second Company, and nationally accredited School & Academy. The organization's mission is to transform lives and connect communities through inspiring performance, community engagement, education, and training.

The Advancement department is seeking an intern for spring semester to support the team while receiving hands-on workplace experience that correlates to the intern's education program and/or coursework. The Advancement department encompasses Marketing, Development and Patron Services and is responsible for generating earned and contributed income to support Milwaukee Ballet's mission and operations.

This is an **unpaid, part-time seasonal internship position. Hours are flexible based on availability and class schedules, with an anticipated 10-20 hours per week in-person** at Milwaukee Ballet's downtown offices. Candidates must be eligible to receive academic college credit.

Intern Responsibilities

- Ideate and draft copy for various materials, including promotional emails, donor communication, ticket patron communication, newsletters, social media, press releases, program books, etc.
- Provide copyediting and proofreading support across a variety of documents.
- Assist with project management tasks, including spearheading print projects, interdepartmental communication, and website upkeep.
- Maintain accurate records and conduct research into the success of marketing and fundraising campaigns.
- Identify potential advertising opportunities outside of Milwaukee Ballet's current scope.
- Assist with research regarding potential donors, sponsors, marketing, and grant opportunities relevant to Milwaukee Ballet.
- Provide event support including event logistics, planning, and data organization.
- Assist with database management.
- Assist with the Ballet Boutique, including inventory management, product staging, and upkeep.
- Provide a warm and welcoming environment for all who interact with our organization.
- Provide front-of-house support during Milwaukee Ballet and School & Academy performances.

Qualifications

- Currently pursuing a degree in Arts or Non-Profit Administration, Marketing, or Communication, with an anticipated graduation date of May 2024 or later.
- Strong work ethic and interpersonal skills.
- Knowledge of Microsoft Office products including Word and Excel.
- Skilled in writing, proofreading, and copyediting.
- Knowledge of ballet/dance is a plus.
- May be required to work some nights and weekends, specifically during performances, programs, or events.

All qualified candidates must be 18 years or older and pass an extensive background check.

Required Values & Qualities

- **Organized & Detail-Oriented:** Able to manage multiple projects and deadlines, and multi-task efficiently.
- **Reliable & Accountable:** Can be counted on to follow through on projects and responsibilities.
- **Positive Attitude:** Works well with others and responds with positivity to support colleagues.
- **Professional Demeanor:** Comfortable working in an office environment and professionally representing Milwaukee Ballet.
- **Excellent Communication:** Can communicate effectively with colleagues, vendors, board, students, parents and patrons.

About Milwaukee Ballet

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the artistic leadership of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of a few companies in the nation with its own orchestra. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs.

Milwaukee Ballet is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply

- Submit a cover letter and resume via our Application Portal.
- Successful applicants will be subject to a background check.