

**BAX/Brooklyn Arts Exchange is seeking a  
Fundraising/Event Planning Intern**

BAX/Brooklyn Arts Exchange, a non-profit multi-faceted performing arts center, is embarking on its 20<sup>th</sup> Anniversary Season and will be planning a variety of fundraisers and events throughout the year to celebrate. Planned events include our annual Fall Stoop Sale, Bodywork Sampler Day, Online Auction, Individual Appeal Campaigns, 20<sup>th</sup> Birthday Party Gala Event, among others.

Fundraising/Event Planning Intern will work directly with the Managing Director and responsibilities will include assistance with recruitment and management of volunteers, solicitation of in-kind donations for specific events, outreach, hands-on management of events, tracking individual donations and writing thank you letters, and general assistance to the Managing Director as needed.

This is a perfect internship for someone who is a self-starter, detail oriented, creative thinker, and not afraid to roll her/his sleeves up. This internship is a unique opportunity to be immersed in a mid-size non-profit working in the performing arts.

This internship will run from September 7-December 17, 2010. (some flexibility with the start and end date is possible). Ideal candidate should be able to devote 10 hours per week, ideally two 5 hour days. .

Intern will receive an invaluable experience along with a \$500 stipend and college credit if applicable. Other benefits include free admission to BAX dance and theater performances and discounts on classes and workshops through the 2010/11 season.

If interested, please submit a cover letter describing why you are interested in this internship along with a resume to Vanessa Adato, Managing Director, at [Vanessa@bax.org](mailto:Vanessa@bax.org)

NO phone calls or faxes please.

For more information about BAX, please visit [www.bax.org](http://www.bax.org)