



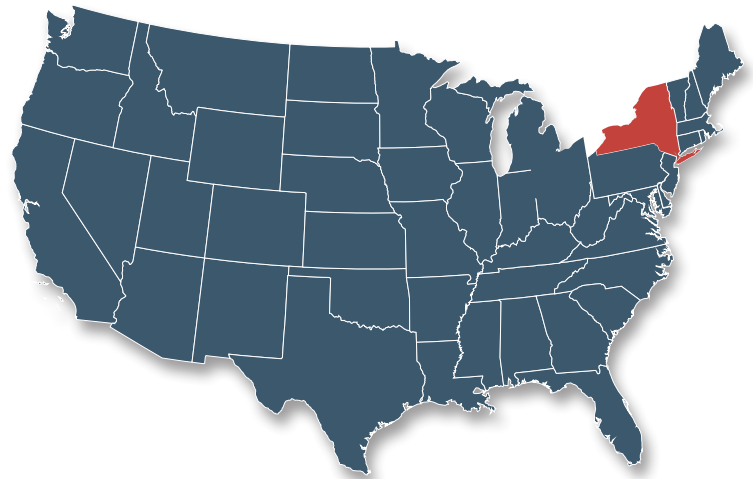
GLOBAL LEADER INTERNSHIP

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LA MAMA EXPERIMENTAL THEATRE CLUB

www.lamama.org

- Number of Positions:** 1
- Length of Training:** 6 Months
- Location(s):** New York City, New York
- Compensation:**
 - \$400 month
 - No housing provided
 - Free tickets to all events
- Average Hours/week:** 32-36 hours per week
- Ideal Start Date:** August 15, 2011
- Latest Start Date:** September 15, 2011



COMPANY INFORMATION

La MaMa is a world renowned cultural institution located on the Lower East Side of Manhattan that is home to three theaters, an art gallery, a six-story rehearsal studio building, a visiting artist dormitory, commercial and not for profit office spaces, and an extensive archive documenting the history of Off-Off Broadway.



APPLICANT REQUIREMENTS

Academic Background Professional/Practical Experience:

- 2-3 years of college in business, theater, arts management or non-profit management.
- College degree preferred
- Experience in fine arts, marketing, development, grant writing, and fundraising

Skills/Knowledge/Language Proficiencies:

- Fluent speaking and writing in English
- Required: Microsoft Word, Excel, Access, Internet skills
- Both Mac and Windows knowledge a plus
- Desired: HTML skills

INTERNSHIP DESCRIPTION

Department/Company Area/Field of Training:

Non-Profit/Arts Organization Fundraising

Trainee's Title: Development Assistant

Intern Main Tasks/Responsibilities:

- Development Assistant will work with our team in maintaining lists and developing our individual donors campaign

Key Objectives of Training:

- To provide a training in Non-Profit Development work in theatre management and production.

Tasks/Activities Associated with Training:

- Helping with grant writing, working on budgets, preparing mailing labels for events, organizing fund raising events, and some data entry.

Other Relevant Details:

- La Mama is entering their 50th Anniversary Season and will be busy fundraising for and promoting their projects and organization. Typical of any small non-profit organization you will be exposed to and involved in many aspects of the organization.