



Development Intern
Orpheus Chamber Orchestra (New York, NY)

Orpheus Chamber Orchestra seeks a Development Intern interested in a career in performing arts administration to work in a highly collaborative setting, assisting in all areas of the department, including:

Individual and Institutional Giving:

- Assist in prospect research to expand donor base and create profiles for potential individuals, foundations, and corporations
- Examine funding guidelines and priorities, strategize with staff as to which Orpheus programs would fit best
- Aid in writing proposal and reporting language, and grant compliance

Special Events:

- Aid in event coordination and execution of donor events, including logistical planning and RSVP tracking
- Assist with preparation of invitations, renewal letters, acquisitions, acknowledgements, and pledge reminder mailings.

Database Management:

- Maintain and update records of individual donors, foundations, corporations, and government agencies
- Generate gift reports and basic analysis as requested

This is a part-time, unpaid internship reporting directly to the Development and Special Events Associate. Intern will also work closely with the Director of Development and Engagement and the Director of Strategic Initiatives. Work days/hours are flexible. Applicants should be interested in a career furthering communication skills and development experience. If you are interested in this position, please send your resume and cover letter with the subject "Development Intern Position" to development@orpheusnyc.org.

About Orpheus Chamber Orchestra:

Recognized internationally as one of the world's greatest ensembles, Orpheus is a unique self-governing chamber orchestra, rehearsing and performing without a conductor. The Orchestra's catalogue includes over 70 recordings of classical treasures alongside new commissions, for which it has won a string of awards and distinctions, including a Grammy and ASCAP Awards. Founded in 1972, Orpheus was created by a group of young musicians determined to bring the intimacy and warmth of a chamber ensemble to the richness of a full orchestra. Through local performances, international and national tours, and educational initiatives, Orpheus serves a diverse community of experienced concert goers, casual music consumers, and the next generation of music-makers.

Website:

<http://www.orpheusnyc.org>