

PACIFIC NORTHWEST BALLET

JOB DESCRIPTION

DEPARTMENT: PNB School & Community Education

JOB TITLE: PNB Arts Fellowship

REPORTS TO: Managing Director PNBS & Director of Community Education

SUMMARY

The PNB Fellowship expects to provide a well-rounded exposure to contributed and earned revenue strategies as well as grant writing, fund raising and marketing. The focus will be with PNB Ballet School (PNBS) and Community Education departments.

Essential Duties

- Provide support for writing grants intended to benefit PNBS and Community Education.
- Assist with website updates and support in an effort to tell the PNB story to its intended audience.
- Assist with or lead fund raising effort for PNBS and Community Education programs.
- Assist with or pursue corporate relations leads to raise money for PNB and Community Education programs.
- Assist with developing Community Education budgets.
- Assist with creation of marketing and website content, which tells the PNB and PNBS stories and makes an impact on the public and potential donors.
- Lead effort to explore sensory friendly performances.
- Attend Education and Marketing Committee meetings, and when possible attend Board of Trustees meetings.
- Assist with coordination and set up of PNBS and Community Education events.
- Other duties as assigned.