

Ballet Spartanburg Internship Reflection (Mid-Term)

So far, Ballet Spartanburg has been a good place to intern at for a multitude of reasons. During my past month here, I have learned how a non-profit organization runs, the importance of the background work that the public does not witness, and the impact that this organization has on the Spartanburg community. My boss/mentor is Teresa Berline and she is an absolute power house. Her enthusiasm for the organization and her employees is unlike any other; you can tell she truly loves her job. Although she makes being Executive Director seem to be like a cakewalk, I know and realize that there is a lot that goes into her job to make things happen.

During my time here, I have taken a part in a few different projects that have improved my knowledge of the behind-the-scenes of what it takes to run a non-profit organization, and let me tell you, it is a lot of work! To be Executive Director, you must have a lot of knowledge on previous and present season members, donors, sponsors, students, company dancers, artistic directors, money management, people skills, and the ability to be able to write grants and ask for money properly to keep the organization afloat.

I will give you a glimpse at some of the tasks I have completed and will be completing in the rest of my time. One project I am currently working on and will probably be working on until I leave is the creation of an excel document that dates back from 2014 to present day. In this document, I have been imputing names, addresses, and phone numbers of anyone who has been a season member of, donated to, or sponsored Ballet Spartanburg. This is important since a lot of these people give annually, so you need to have contacts that you know you can trust and rely on to assist the organization! Teresa is also wanting to switch over databases and have a computerized

version of their paper trail as well. Alongside this huge project, I have updated their website, created a page on their website for their summer dance classes and camps, been a part of a multi-day preparation for a ballet performance, attended dance classes to view rehearsals, I have ran a few errands such as gathering materials to prepare for showcases and going around Spartanburg to hang up posters, and I sat in on a state-wide non-profit organization zoom call that discussed upcoming grants that would be applied for.

Overall, my time here at Ballet Spartanburg has been educational, yet fun. I am not going to lie, it is a lot of computer work and can tend to get repetitive, but Teresa, Lona, Carlos, Eleanor, the company, and the patrons of Spartanburg make it all worth the while. I can not wait to continue my internship with them for the rest of the semester and May 13th will be a sad day for me, as it will be my last before graduation!