



AMERICAN FRIENDS OF THE  
ISRAEL PHILHARMONIC ORCHESTRA

**INTERN**

**American Friends of the Israel Philharmonic Orchestra  
New York, NY**

American Friends of the Israel Philharmonic Orchestra (AFIPO) seeks an intern to provide a range of support in a small and very busy office environment. The ideal candidate will be a computer literate, energetic individual, who can multitask and has a passion for classical music and Israel.

American Friends of the Israel Philharmonic Orchestra raises essential funds and provides visibility across the United States and Canada for Israel's largest cultural ambassador. Since 1980, this organization has worked in a non-partisan way to support one of the world's great orchestras in their mission of making exceptional music and conducting impactful arts education programs. Led by Maestro Zubin Mehta, the Israel Philharmonic Orchestra plays over 100 concerts per year in their home hall in Tel Aviv and travels globally on tour.

**The intern's responsibilities will include:**

- Research – gathering, analyzing, and reporting information on prospects and donors, as well as on other non-profit donor programs
- Assisting with mailings – invitations and other correspondence
- Writing, as assigned
- Drafting detailed reports for use by staff members
- Inputting research into database
- Developing ideas to expand our online social media presence through sites like Facebook, YouTube, and Twitter
- Keeping abreast of fundraising news through newspapers, magazines, and online publications, as well as social events for young patrons

**Qualifications:**

- Excellent communication, writing, research and organizational skills
- Solid working knowledge of Microsoft Office (Word and Excel)
- Ability to work independently in a team environment
- Interest in Israel and classical music

To apply, please send a resume and cover letter to:

Naomi Grabel, CEO  
[ngrabel@afipo.org](mailto:ngrabel@afipo.org)