

## **Weekly Journal**

### Week of 7/17/17 and 7/19/17

This week I helped to rearrange files for the Oakland Ballet Company office. I learned that nonprofits have to keep financial records that date a certain amount of time in the past, so that they can provide them for reference if need be. I also helped out with scanning contracts into the system and making sure that the company had received the contracts that they needed.

### Week of 7/26/17 and 7/28/17

This week I helped out with using Salesforce. Oakland Ballet uses Salesforce to help them manage their relationships with financial donors/thanking them for their donations. I helped with inputting data about donors from recent fundraising events.

### Week of 7/31/17 and 8/2/17

This week, I started an archival project. I am helping to digitize the company's archives. I am learning a lot about the company's history. It's really fascinating to be able to look at old performance photographs and production notes. Even though I'm working on the administrative side, this project has helped me to see a little bit of what it's like to be in a professional company.

### Week of 8/11/17

\_\_\_\_\_This week, I continued to work on the archival project. It was a really good opportunity for me. It has definitely made me more interested in working in arts administration. I also think it would be interesting to work on the historic/curatorial side of dance. I think it would be fascinating to study dance history, and learn more about the different performers and choreographers who shaped dance.

