

Friday, May 14, 2010

Alvin Ailey American Dance Theater Group Sales Internship

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Alvin Ailey American Dance Theater, one of the world's premier dance institutions that also includes Ailey II, The Ailey School, Ailey Arts-in-Education and Community Programs and The Ailey Extension, is seeking motivated and personable interns to assist the Marketing Department with Group Sales efforts.

We are looking for interns who are able to start in July or August and help us through AAADT's New York City Center season which ends on January 2, 2011.

Interns will:

Assist with Group Sales Campaigns, representing Ailey to our highly valued group leaders

Take orders from patrons through email and phone communications
Process orders with box office personnel
Assist the Group Sales Coordinator with additional correspondence, record-keeping and reporting, as well as running errands to the theater, and covering some performances on nights and weekends. Candidate should be comfortable with patron engagement, have an excellent attitude and demeanor on the phones and in-person, thorough knowledge of all Microsoft Office software, be a multi-tasker, flexible and should thrive in a high-energy, busy work environment.

Please know that we are not able to offer a stipend, housing, or any other type of compensation; we work with schools so that interns can receive academic credit and we offer free dance and fitness classes to our interns.

To apply for this internship please provide:

Resume Cover letter detailing your interest in an internship at Alvin Ailey American Dance Theater Contact information for two references Availability (start and end dates, hours per week, etc.) Please send all materials by email to jobs@alvinailey.org. In the subject line of your email please indicate "Group Sales internship"

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