

Thursday, August 26, 2010

Admin Intern

Please see our website www.collectivebodydancelab.org to develop some familiarity with the company. E-mail: leigh@collectivebodydancelab.org [▶ Share](#) | [Print](#) | [Download](#)

COLLECTIVE BODY|DANCELAB, an emerging contemporary ballet company, seeks an administrative intern for light administrative work. Expected workload is 5 hours/week, performing tasks such as scheduling studio rentals, use of social media, written and phone communications, online research, and other tasks according to needs and skills. Hours are very flexible but candidates must be able to keep in frequent contact with company director and administrative assistant. Candidates must be very professional, very personable, and precise. The position is unpaid and will last a minimum two months, beginning immediately. Upcoming events include a September benefit performance and November season performances.

To apply, please send 1. cover letter detailing your interest, skills, and availability, and 2. your resume in the body of an e-mail (not as attachment) to Leigh: leigh@collectivebodydancelab.org.

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