

Tuesday, August 10, 2010

## Marketing Intern at Dance New Amsterdam

Please email resume and cover letter to: Jamie L Dowd [jdowd@dnadance.org](mailto:jdowd@dnadance.org)

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### Job Description:

Dance New Amsterdam, New York's leading downtown modern dance school and studio located at 280 Broadway (entrance on Chambers), seeks a self motivated individual that can help boost the marketing development for the Education Department. The intern will work closely with the School Director & Programs Coordinator to develop specific marketing materials for different programs. A weekly commitment of 5-10 hours per week is required with a long term commitment of 6 months. This is an unpaid internship; compensation will be given through class credits at DNA.

### Responsibilities include:

- Posters & flyers for school programs
- Website maintenance & updates
- Orientation packets for the start of certification programs/workshops
- Marketing emails
- Twitter updates

### Skill Set *(recommended but not all are required)*:

- Constant Contact
- HTML (Word Press-application)
- In Design
- Quark
- Excel/Word
- Twitter
- MindBody

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