

Tuesday, November 2, 2010

## Company Manager Intern

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CODTB is a professional dance company that marries rigorous classical and modern technique with African-American soul and spirit. Under the artistic direction of Jamel Gaines, the company has toured internationally and nationally. It has been hailed by reviewers in the United States and Europe for its "richness of dance tone" and "contagious vitality." It is also the pinnacle of a full fledged arts organization that specializes in nurturing raw talent in students from beginner stages of training through professional stages of development. The Company Manager Internship will encompass a wide array of responsibilities having to do with booking and promoting the professional dance company.

The Company Manager Intern will work closely with the Company Manager & Artistic Director.

Responsibilities will include:

- \*Creating and maintaining/updating databases of professional contacts at theatres and universities
- \*Compiling press packets and promotional materials for the web
- \* Maintaining our presence and documenting our professional activity on social media & networking sites such as Facebook, Twitter, YouTube and blogs.
- \*Conducting Outreach initiatives for professional and pre-professional dance residencies at Colleges and Universities.
- \*Researching performance trends in theatres & festivals, staying current on dance performance (nationally & internationally), seeking out new opportunities for choreographers and dance companies.
- \*Attending company rehearsal from time to time.
- \*Taking photos & videos from rehearsals and performances to post on the blog/website.
- \*Shadowing the Company Manager in meetings with presenters and producers.

The ideal candidate will:

- \*Have some knowledge of the art of dance
- \*Be enrolled in an accredited 4 year University or hold a Bachelor's degree.
- \*Have a strong interest in Arts Management
- \*Have strong interpersonal & communication skills with a confident presence over the phone (very important).
- \*Have some experience with public relations preferred (but not required)
- \* Have strong writing skills.

We welcome all creative types and especially those candidates who have and artistic eye or experience with graphic design (Photoshop, Illustrator, InDesign, etc). An eagerness to learn and a go-getter attitude is a must.

We can offer a modest stipend and a monthly metro-card with an opportunity to build your own salary/position.

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