

Wednesday, February 2, 2011

Administrative Intern

To respond, please send a cover letter detailing your qualifications and prior work experiences/internships as well as ► [Share](#) | [Print](#) | [Download](#)
a resume to info@gwartzmandance.org

Daniel Gwartzman Dance Company, a robust New York-based performing and teaching company, is seeking a highly-motivated candidate to assist the Director and the Company. Qualifications include the ability to multi-task, demonstrate strong initiative, think creatively and to contribute as a team player. A background in business and arts management is a plus, but not required. Responsibilities for this position include assisting the Director in a myriad of office and production-related tasks including scheduling, general operational duties, filing, accounting, correspondence, fund development, writing, and marketing. The position's schedule has some flexibility. The duration of the internship is through the summer of 2011. The position is an unpaid one.

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