

Tuesday, April 19, 2011

Cora Dance seeking 3 interns for Fall 2011

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Starting in September 2011 Dance Internship in Brooklyn, NY-

Cora Dance and Cora School for Dance is looking for 2 Education Assistant Interns and 1 Administrative Assistant Intern.

Internships are from September 1, 2011- January 30, 2012

Interview dates will be the week of June 13

Compensation- Stipend plus rehearsal space

The Cora Dance Education Internship

The Cora Dance Education Internship provides a unique opportunity to someone with a deep interest in working with and teaching dance to young children. Working closely with Cora's Education Manager, Education Assistant,, and 3-5 professional teaching artists at The Cora School, interns would be present to observe and assist in approximately 3-5 hours of classes per week, at the Cora Studio. Interns must have a deep interest in working with and teaching dance to children ages 4-12. Interns may participate in the transport of students from local public schools to the studio and may engage in other education-related activities such as performances, open houses, administration and - for those with previous experience - paid substitute teaching. Education interns will attend 1-3 professional development/ mentoring workshops and teachers meetings as well as all education related performances and events. Internship is approximately 10 hours per week, not including weekend events and professional development workshops, approximately 1 per month.

Administrative and Development Internship

We are also seeking a motivated, responsible, detail oriented person to take part in an Administrative and Development Internship. The internship provides a unique opportunity to someone with an interest in arts administration and development through hands-on experience. Working closely with Cora's Marketing Manager, Operations Manager and Development Coordinator at The Cora Studio, the administrative intern will have the opportunity to develop a deeper understanding of the day to day workings of a professional dance company and community arts organization. Intern responsibilities may include data entry and social media management; assistance with community outreach, copy writing and editing; assisting in preparing grant and marketing materials related to performance, fundraising and educational events; among other general office duties. Internship is approximately 10-15 hours per week plus assisting with occasional weekend or evening events.

To apply, please send the following to Education Manager Katie Dean at kdean@coradance.org:

Please state at the beginning of the email which internship you are interested in, or both*

- A letter of interest (½ page) expressing what you hope to gain through this internship as well as what you bring to the table
- A current resume
- 3 references: include name, email, phone number, how long each has known you and in what context.

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