

Wednesday, June 15, 2011

Dance/NYC Summer Interns

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Founded in 2002, as a satellite of Dance/USA, the national service organization for professional dance, Dance/NYC's mission is to sustain and advance the professional dance field in New York City—serving as the voice, guide, and infrastructure architect for all local dance artists and managers within the creative economy. The organization achieves this mission through advocacy, research, promotion and convening. Visit www.dancenyc.org to learn more about our programs.

Dance/NYC seeks an executive to support the organization's general administration. Reporting directly to the organization's Director Lane Harwell and/or Program Associate Lacey Althouse, the intern would participate in organizational events, communications fundraising and office management with wide-ranging responsibilities including: development research, mailings and tracking; event coordination; database and communications management; scheduling; and filing and other office maintenance. Strong organizational skills, attention to detail, a vibrant personality and a passion for dance and dance service are requisite. On-site hours are flexible and should be a minimum of 10-15 hours per week for at least 5 weeks. Internships can be extended.

All positions are entirely volunteer and available immediately.

Please contact Director, Lane Harwell, at harwell@dancenyc.org with a letter of inquiry and resume.

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