

Wednesday, July 20, 2011

Danspace Project Winter Internship Available!!

Abby Harris Holmes Program Manager abby@danspaceproject.org

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Danspace Project seeks an enthusiastic and capable individual for a fall internship.

Founded by artists in 1974 at the historic landmark St. Mark's Church, Danspace Project is an international leader in the commissioning and presentation of contemporary dance. Danspace Project presents new work in dance, supports a diverse range of choreographers in developing their work, encourages experimentation, and connects artists to audiences.

Position Overview:

A Danspace Project internship is comprehensive, providing experience in development, marketing, and general administration.

Responsibilities:

- Marketing: Update and maintain website and social networking sites; prepare performance programs; maintain email database; paste up reviews; assist with current season.
- Development: Help with special event planning & execution, including major donor cultivation events; Work in the donor database entering gifts, generating acknowledgement letters using mailmerge; Provide support for grant proposals and reports as needed including new grant research; Other administrative tasks as defined by the development staff
- Programming: preparation of visa applications; assist with current season

Responsibilities will also include, but are not limited to, answering phones, sorting mail, recording box office reservations, and provide general day-to-day office support. Must be able to commit to a minimum of 10-15 hours per week for a minimum of 3 months. The position is available in January 2012.

Qualifications:

A self-motivated individual with the willingness to learn. Must be proficient in Microsoft Office including Word and Excel. Knowledge of Photoshop and/or HTML a plus. Attention to detail is a necessity. Individual must have a courteous manner and be able to work with staff, artists, and the general public. Danspace Project has a small, dedicated staff; therefore, the candidate must be a team player.

Compensation:

This is an unpaid internship. Danspace will provide a diligent and reliable intern with excellent recommendation letters and free tickets to Danspace Project performances.

How to Apply:

Please send a copy of your resume along with a cover letter explaining your interest in the internship to Abby Harris Holmes, Program Manager via email at abby@danspaceproject.org.

Abby Harris Holmes Program Manager abby@danspaceproject.org

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