

Sunday, February 12, 2012

## PARSONS DANCE SEEKS SPRING SEMESTER INTERNS!

Email resume and cover letter to [info@parsonsdance.org](mailto:info@parsonsdance.org)

► [Share](#) | [Print](#) | [Download](#)

PARSONS DANCE seeks student professionals.

Interns gain professional on-the-job experience working directly with and assisting Parsons Dance staff. Internships are available during the fall, spring and summer.

### Arts Administration

Job description: This internship is primarily designed to assist both the Office Manager and the Director of Development and Marketing with day-to-day office operations. General administration may also include assisting in other areas such as programming, cultivation and research. This internship is ideal for individuals interested in acquiring or honing general office skills, and who want to learn more about the overall operations of a not-for-profit arts organization.

Proficiency in Microsoft Word and Excel, strong customer service skills and attention to detail are required, as are excellent oral and written communication skills. Web/html skills and graphic design experience are a plus. Candidates for this internship must be detail-oriented and exhibit excellent professional, organizational and interpersonal skills. Also, candidates must be able to manage multiple tasks and deadlines.

### How to Apply:

Interested candidates should send their resume and cover letter outlining internship interests, career goals, and availability to Rebecca Leviton, Office Manager. Please include Internship Application in the subject line.

A dance company is not just about dance; all degrees are accepted and appreciated.

### Application Deadlines:

Fall internship – submit materials by August 26

Winter/Spring internship – submit materials by March 9

Summer internship – submit materials by April 20

INTERNS will be able to work flexible hours and earn college credit.

This is an excellent opportunity to experience how an internationally renowned, non-profit contemporary dance company operates.

PLEASE SEND COVER LETTER AND RESUME TO:

229 West 42nd Street, 8th Floor

New York, NY 10036

212-869-9275

OR email us at: [info@parsonsdance.org](mailto:info@parsonsdance.org)

Email resume and cover letter to [info@parsonsdance.org](mailto:info@parsonsdance.org)

[< back](#)

[previous listing](#) • [next listing](#)