

Sunday, May 13, 2012

## Seeking Development & Marketing Interns

danielle@daniellerussodancecompany.com

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### Accepting Applications for Development and Marketing Internships:

Brooklyn-based dance theater company, Danielle Russo Dance Company (DRDC), is presently on the prowl for kick-ass development and marketing interns to join our team! Both internships are geared towards the support and production of the company's upcoming 2012 spring | summer season.

Here's the deal:

Development Intern: 5 - 10 hours per week

- \*Assistance in the research, writing and compilation of grant proposals
- \*Organization and implementation of fundraising events
- \*Networking on behalf of DRDC at non-profit and fundraising events; actively seeking to expand donor base
- \*Drafting solicit letters and forms, and processing seasonal renewals
- \*Creating and managing annual development budgets and fundraising analytics
- \*Upholding the mission and expanding the reach of DRDC

Marketing Intern: 5 - 10 hours per week

- \*Website development and maintenance
- \*Management and distribution of press kit(s)
- \*Social networking and social media support; researching innovative web strategies for expanding web and social media impact
- \*Assistance with the drafting and distribution of press releases
- \*Management of e-blasts, and relative online correspondence and campaigns; experience with Constant Contact is an added bonus
- \*Documentation and archival of all press
- \*Upholding the mission and expanding the reach of DRDC

Ideal candidates will possess:

- \*Exceptionally strong business writing skills
- \*Attention to detail while maintaining speed and accuracy
- \*Ability to handle multiple deadlines and priorities
- \*Excellent proof-reading abilities
- \*Clear and timely communication
- \*Experience working with both Mac and PC operating systems, with a proficiency in Microsoft Office systems and iMovie; knowledge of Adobe Suite programs is an added bonus.
- \*Strong organizational skills
- \*Passion and precision
- \*Background and interest in the professional dance field and NYC dance community
- \*Honesty and a sense of humor

Start date: Immediate

Each internship is currently unpaid with the potential of monetary compensation in the months to follow. Ability to work from home. Interns will be working directly with both the company's artistic director and company manager.

All interested applicants should forward a cover letter and resume by e-mail to [danielle@daniellerussodancecompany.com](mailto:danielle@daniellerussodancecompany.com).

[www.daniellerussodancecompany.com](http://www.daniellerussodancecompany.com)

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[< back](#)

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