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Dance Division Intern

Kristen McKniff IMG Artists Carnegie Hall Tower 152 West 57th Street, 5th Floor New York, NY 10019
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Dance Intern Position Available

IMG Artists

Dance Division

IMG Artists is seeking a highly motivated intern to work closely with the Dance Division of IMG Artists.

IMG Artists represents many of the world's leading dance companies including Pilobolus, Bill T. Jones/Arnie Zane Dance Company, The Bolshoi Ballet and Nederlands Dans Theater. Please visit our website at www.imgartists.com for a complete listing of IMG Artists' clients.

Responsibilities and projects may include:

Update booking software program, Perfomania, by inputting dance repertory, venue capacity, and additional data.

Maintain up-to-date publicity materials for 16 dance companies including artist biographies, reviews, videos and press kits.

Coordinate details regarding performance dates, programs, schedules and servicing needs.

Assist in issuing, reviewing, and finalizing performance contracts.

Research and analyze ticket sales data.

Assist with various administrative responsibilities as needed.

Desired Qualities

Strong writing and oral communication skills

Necessary computer skills: experience with Microsoft Office Suite, experience with internet research, experience with Adobe Photoshop and Artifax Agent a plus, but not required

Interest in and knowledge of the performing arts

Detail oriented

Ability to handle multiple deadlines and priorities

20-30 hour per week commitment is desired; however schedule can be flexible

Must be a current student

Benefits

IMG offers college credit towards a graduate or undergraduate degree. Dance interns will gain a complete overview of an artist management agency as well as direct experience and contacts within the field of artist management. Interns will have the opportunity to interact with the dance companies, as well as attend performances in and around New York.

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