

Friday, November 9, 2012

## Arts Administration Internship Winter/Spring 2013

Parsons Dance 229 West 42nd Street, 8th Floor New York, NY 10036 212-869-9275 [info@parsonsdance.org](mailto:info@parsonsdance.org)

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PARSONS DANCE is seeking student professionals for a Winter/Spring semester internship to assist in the following areas:

\* Marketing \* Spring Gala \* Company & Tour Management \* Joyce Season \*

\* Development \* Education & Outreach \* Summer Intensive \* Administration\*

Interns gain experience in how an internationally renowned non-profit dance company runs by assisting with the day-to-day management of the Company.

About the company:

PARSONS DANCE is committed to building new audiences for contemporary dance by creating American works of extraordinary artistry that are engaging and uplifting to audiences throughout the world. The company tours nationally and internationally, including annual seasons in New York, Brazil and Italy.

In addition to choreography and performance, Parsons Dance positively impacts children, students, audience members and communities through student performances, lecture-demonstrations, master classes, post-show discussions and more. Artistic Director David Parsons personally conducts video performance workshops that utilize movement techniques to help build self-esteem and inspire creativity in at-risk children.

About the internship:

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 experiences 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.

INTERNS will be able to work flexible hours and earn college credit. This is an unpaid internship.

How to Apply:

Interested candidates should send their resume and cover letter outlining internship interests, career goals, and availability to Sarah Braverman, Office Manager. Email: [info@parsonsdance.org](mailto:info@parsonsdance.org)

Please include Internship Application in the subject line.

Application Deadlines:

Winter/Spring internship – submit materials by December 5, 2012

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