

Tuesday, December 11, 2012

New York Live Arts Associate Artist Program Intern

To apply, please email a cover letter and resume to careers@newyorklivearts.org with "Production Stage Manager" in ► [Share](#) | [Print](#) | [Download](#) the subject line. New York Live Arts will arrange interviews with selected candidates.

New York Live Arts' Associate Artist Program provides vital services to the movement and body based arts community. An internship with this program offers the opportunity to learn about our fiscal sponsorship program, fundraising and grant writing, marketing and press communications, and other aspects of how independent artists and choreographers function within the wider dance ecology.

Responsibilities

- Assist with processing fiscal sponsorship applications
- Set up donation pages for fiscally sponsored artists
- Send out acknowledgments to donors
- Assist in providing artist services such as mailing lists, consultations, and ad processing
- Assist with social media updates
- Assist with Associate Artist related event coordination and execution
- Assist in updating forms as needed

Specifications

- 8 – 15 hours a week
- 3 month commitment requested

Qualifications

- Exceptional writing skills
- Strong communication skills
- Eye for Detail
- Equal comfort working independently and cooperatively
- Proficient understanding of Microsoft Word, Excel, PowerPoint, and Outlook.

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