

Wednesday, January 9, 2013

## Arts Administration Internship with Pentacle: Spring 2013

You may contact Clarissa Soto with any additional questions. Clarissa Soto Program Director of Cultivating Leadership in Dance [Clarissas@pentacle.org](mailto:Clarissas@pentacle.org) 212-278-8111 ext.312

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Pentacle's *Cultivating Leadership in Dance* provides an unparalleled opportunity for interns to receive the benefits of a structured internship program, while working intimately with dance companies and independent choreographers. Pentacle matches interns with participating companies/artists, and works with companies/artists to create a program experience that is rewarding and useful to both company and intern. Participating companies/artists work with interns 10 hours a week over an 8 week period. Work responsibilities may include: assistance with archival projects, development research, aid with tour management, production preparation, collaboration on website development and other projects specific to the company's needs. Interns, in addition to working directly with the company/choreographer, attend weekly workshops covering topics in arts administration and career exploration, and gain access to a network of interns and participating dance company staff, as well as to Pentacle staff and guest speakers.

Benefits to the participating intern include:

- Professional Development workshops on topics in arts administration and career exploration.
- A network of interns working for other dance companies
- A clear work plan outlining your responsibilities
- A dedicated program person at Pentacle to help support the intern/company partnership and provide extra mentoring to the intern

We are looking for interns who have:

- A Strong interest in the performing arts and non-profit administration
- Strong computer and organizational skills
- Strong oral and written communication skills
- The ability to work independently & multi-task

The Spring session will begin March 11th, 2013.

For consideration and to set up an interview please send your resume to [clarissas@pentacle.org](mailto:clarissas@pentacle.org)

Deadline to submit resume is January 16th!

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