

Wednesday, January 23, 2013

D-Squared Dance Theater Looking for Interns

Please send an email with cover letter and resume, placing the name of the internship focus you would like to interview for as the subject line to info@dsquareddancetheater.org

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D-Squared Dance Theater is an emerging dance company headed by Artistic Director, Abdul Latif. We are currently participating in theNEXT Project, a pilot program which allows an emerging choreographer time to incubate their choreographic work while establishing their business structure, at Lincoln Center Institute.

Over the next five months the company will be producing multiple performances, fundraising campaigns, studio showings, and much more. D-Squared Dance Theater is also creating a strategically designed internet presence complete with a video shorts project as well as a documentary on the creative process of Artistic Director, Abdul Latif.

We are seeking self motivated interns who are looking for experience in a vibrant, creative, and focused environment to gain experience during this exciting time in the company's formation.

The internship categories will be divided into the following focuses with tasks that are unique to each area of expertise:

Marketing and Social Media - coordinating marketing/advertising campaigns, update web sites, assist back-end coordination and community outreach, etc Administration and Development - assist in day-to-day functions of the management, help prepare grant proposals, coordinate fundraising initiatives and mailing projects, etc Film/ Photo Production - work with staff photographer/videographer to edit and prepare materials, help execute video short production, etc Performance Production- assist with technical production, work with creative team to construct sets and costumes, help during run-of-show and tech week, etc

Start date and end date are flexible (approximately three to four months), but we would like interns to start as soon as possible. Hours are approximately 10 to 20 hours per week during office hours (Monday through Friday 9:00 a.m. to 5:30 pm)

Office location: Lincoln Center Plaza; for Non-profit on a Campus Hub. Great rewards & incentives.

Requirements:

- B.A./B.S. in a related field to your desired internship focus
- Strong computer and organizational skills
- Expert understanding of technology and applications.
- A passion for the arts and dance in specific. This is not mandatory, but certainly helpful
- Great personal initiative and independence (motivated self-starter)
- Possess skills in writing, presentation, interpersonal relations, and customer management
- Graphic design and/or web design skills are highly desirable
- Comfortable assisting with and assuming responsibility for routine office tasks

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