

Tuesday, February 5, 2013

Dance Company seeks Administrative and Production Intern/Assistant (LIC/Queens)

svea@kinematikdance.com

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KINEMATIK DANCE THEATER is looking for a motivated and positive individual, seeking to learn and to get arts administration and dance production experience.

We are looking for someone with strong writing and communication skills, a strong understanding of social media and marketing, a strong appreciation for dance, and a committed desire to learning. Environment is laid back and fun, yet hard-working and efficient at the same time.

Candidate must be dedicated, reliable, organized, punctual, honest, and most of all, an enthusiastic team player. We prefer someone that has had previous administrative or production experience. Part-time commitment. Flexible schedule. Approx 15 hours a week. Must be available to meet in LIC/Queens.

Duties include help with administrative work such finding and applying for grants, researching press and performance opportunities, maintain website and help with marketing. Duties also include help with production of scheduled dance performances such as handling props, buying costume materials and assisting with any other production need.

Skills required: Knowledge of marketing, grant writing, and administration. Full knowledge of social media (twitter, facebook, youtube, etc). Knowledge in graphic design, web design and video editing a huge PLUS (Adobe Photoshop, Dreamweaver, Final Cut)

Please email resume, contact info and a brief description why we should choose you.

Email to svea@kinematikdance.com

Thank you and enjoy your day!

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[< back](#)

[previous listing](#) • [next listing](#)