

Wednesday, February 13, 2013

## KOREresponse Company Internship - Marketing and Production/Administrative

To apply, please send resume and cover letter to [rachel@korerresponse.com](mailto:rachel@korerresponse.com)

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KOREresponse Company Internship: Marketing and Production/Administrative

New York, NY

Available to start immediately

KOREresponse, a contemporary dance company based in New York City seeks a motivated intern to assist with administrative, production, and marketing duties surrounding the company's evening-length performance at The Performance Project @ University Settlement May 3-4. This individual will have the unique opportunity to see the inner workings of a collaborative dance company, with the availability to truly impact our administrative processes. This position will work closely with the Company Manager, but will also get to witness and assist the Artistic Director/choreographer and receive working knowledge of how to successfully run a local dance company.

Duties Include:

Marketing:

Draft Press Releases/Listings and follow-up with publications

Draft e-blasts

Compile contact lists and keep up-to-date press lists

Assist with social media

Assist with marketing collateral (postcards, flyers, etc)

\*Additional skills in video are a plus

Administrative/Production:

Assisting with rehearsal notes/documentation

Assisting costume and production designers during the performance and tech rehearsals

General errands during production week

\*\*Interns must be available during the company's run at University Settlement and tech rehearsals leading up to the performance (April 29 - May 4)

About KOREresponse

[www.korerresponse.com](http://www.korerresponse.com)

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[< back](#)

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