

Wednesday, February 6, 2013

SPECIAL EVENTS INTERN

jobs@dancewave.org

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COMPENSATION: College Credit with opportunity to take free Ballet, Modern, Hip Hop and Zumba classes. Stipend Available

START/END DATE: March 2013 through June 2013.

Dancewave, a Brooklyn based non-profit, seeks a highly organized and enthusiastic Special Events Intern to assist the Director of Education & Production in planning some of Dancewave's annual productions: *the Kids Cafe Festival Goes to College* – March 2nd & 3rd 2013, *Dancewave's Gala*, *Spring Celebration 2013* and other small events & performances. The position requires excellent organizational skills, verbal and written communication skills, and obsessive attention to detail. The ideal candidate would be available 10 hours per week with a flexible schedule. The internship is a great opportunity for a young-in-career producer or student looking to gain professional experience within a growing nonprofit arts organization.

Knowledge, Skills, and Ability:

Required:

- Interest in Special Events and Event Planning (galas, performances, VIP events)
- Basic theater or dance production knowledge preferred
- Basic knowledge of the dance field
- Ability to multi-task and meet deadlines
- Highly proficient in Microsoft Office Suite
- Excellent writing skills
- Professional attitude in all situations

To Apply:

Send resume and cover letter to jobs@dancewave.org with the subject line "Special Events Intern – (Your Name Here)". No phone calls please.

About Dancewave

Dancewave transforms the lives of New York City youth through unique exposure to world-class, pre-professional performing arts training. Dancewave was founded 1995 by Diane Jacobowitz, Artistic/Executive Director. Since its inception, Dancewave has offered education programs for young people with a rare combination of four core values: artistic integrity, nurturing support, educational rigor and access for all students. Dancewave is committed to serving disadvantaged student populations who would not typically have the opportunity to pursue high-level dance training. Dancewave's programs include: DANCE TRAINING (The School at Dancewave, Summer Dance Intensive); ARTS IN EDUCATION (D-Wave in Motion, Public Schools Master Class Tour) PRE-PROFESSIONAL COMPANIES (Dancewave Company, Dancewave Company II, Young Movers Ensemble); and COMMUNITY PERFORMANCE (Kids Cafe Festival, Spring Celebration). For more information, visit www.dancewave.org

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