

Wednesday, April 10, 2013

Dancewave - Public Relations and Social Media Internship

Please email resume, cover letter, and two-page writing sample to jobs@dancewave.org, with subject title "PR and Social Media Intern". --No phone calls please--

Dancewave seeks a Summer 2013 Public Relations and Social Media Intern to assist the Associate Director of Marketing and the Marketing Assistant in the execution of press and social media activities for the organization. This internship offers an excellent opportunity to gain real, hands on experience in a non-profit arts organization. We are seeking an individual who will be dedicated to dance education and connecting our mission to the Brooklyn community and the city at large. Skills cultivated under the guidance of the Dancewave directors during this internship will assist students or recent graduates interested in Communications, Public Relations and Marketing

Responsibilities:

- Assist with press kit creation
- Write press releases for upcoming Dancewave events, achievements and activities
- Follow up with press to elicit articles and features
- Assist with organization and archiving of press files
- Assist in editing of documents prior to publication/distribution
- Oversee and manage all social media accounts
- Conduct research to encourage social media partnerships

Requirements:

- Excellent written and verbal communication skills
- Highly detail oriented
- Positive and professional demeanor, flexible, can-do attitude
- Interest in Dancewave's mission and commitment to serving youth
- Proficient in Microsoft Office Suite (Word, Excel, Power Point)
- Graphic design skills a plus

Commitment:

Start Date: May 28, 2013 – September 1, 2013

3-4 month commitment with preferred 20 hours per week.

Schedule flexibility available

Compensation: Monthly stipend available.

To Apply: Please email resume, cover letter, and two-page writing sample to jobs@dancewave.org, with subject title "PR and Social Media Intern".

Application Deadline: May 1, 2013

About Dancewave

Dancewave transforms the lives of New York City youth through unique exposure to world-class, pre-professional performing arts training. Dancewave's programs include: DANCE TRAINING (The School at Dancewave, Summer Dance Intensive); ARTS IN EDUCATION (D-Wave in Motion, Public School Master Class Tour), PRE-PROFESSIONAL COMPANIES (Dancewave Company (DC), DC II, DC III, Young Movers Ensemble) and COMMUNITY PERFORMANCE (Kids Cafe Festival, Spring Celebration.) For more information, please visit www.dancewave.org.

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