

Monday, April 8, 2013

Winter Performing Arts Management Internship - Elsie Management

Motivated applicants should send BOTH a letter of interest and resume to Katie Diamond, Contracts Manager at katied@elsieman.org. ▶ [Share](#) | [Print](#) | [Download](#)

Elsie Management is currently interviewing for interns who can commit to 20 hours per week for 12 weeks. Internships can begin immediately – or start later into the year, depending on your availability. We offer a \$500 stipend for the period.

Elsie Management is a performing arts management and booking agency that represents a broad spectrum of celebrated touring artists, including internationally-based world music, contemporary theater, outdoor spectacle, and the finest of contemporary dance. www.elsieman.org

Duties include: executing promotional letter campaigns; filing visas; attending performances, rehearsals, and work-in-progress showings; maintaining office supplies; filing; fulfilling e-mail and telephone promotional material requests; database upkeep; research in the field of performing arts; running errands; assisting staff with preparation for booking conferences; writing grants; social media maintenance; and other miscellaneous duties.

Thanks to the open "loft" office setting and fast-paced nature of the business, Elsie interns are offered an opportunity to build excellent professional skills and gain a breadth of knowledge in the field of performing arts that goes well beyond the work involved.

We are looking for candidates who can work in our office located in DUMBO, Brooklyn with a tiny dog, is a team-player, and has a passion for the performing arts. Due to our production and deadline-oriented schedule, candidates must be organized, personable, and able to work under busy and occasionally hectic conditions. Working knowledge of Microsoft Word, Excel, Outlook, and Facebook are required. Knowledge of Dreamweaver, Photoshop skills are a plus.

To learn more about our internship program, please visit us online at www.elsieman.org. Motivated applicants should send a letter of interest and resume to Katie Diamond, Contracts Manager at katied@elsieman.org.

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