

Thursday, June 13, 2013

Creative Outlet Internships

jamelg@creativeoutlet.com thamilton.creativeoutlet@gmail.com

► [Share](#) | [Print](#) | [Download](#)

Creative Outlet Dance Theatre of Brooklyn

Jamel Gaines' Creative Outlet Dance Theatre of Brooklyn is a world-renowned dance company dedicated to enriching our communities through artistic excellence. Our company has been lauded internationally and nationally for the "richness of dance tone" and "contagious vitality" of its productions.

Creative Outlet's dance-theatre has been featured on international stages in a wide variety of countries such as Italy, England, Mexico, Spain, and Jamaica. Our work has seen prestigious stages such as the Lincoln Center, The Apollo Theatre, the Brooklyn academy of Music, the Paramount Theatre, and Central Park's SummerStage.

Artists from our company and school have gone on to work with Broadway productions such as Fela!, The Lion King, and Memphis and collaborated with celebrities such as Beyonce, Madonna, Rihanna, and Michael Jackson.

Our Arts in Education Program (AIE) was developed as a result of CO's excellent reputation for educating and empowering minds in the community. The Chancellor's office of the New York Board of Education contracted Creative Outlet to provide arts services – dance, drama, voice and visual arts – to approximately 15,000 students in more than 25 New York City public schools. This program employs over 30 professional artists annually.

The Arts in Education intern will work under the Director of Arts in Education and the Arts in Education Coordinator to accomplish a number of essential functions and will gain experience in the following areas:

- Work with Dept. of Ed Staff and Principals to Deliver Arts Curriculum to Public Schools.
- Arts Residency Booking, Development, and Management
- Staff Management & Development
- Onsite Class Observation
- Coordination of End-of Year Programming
- General Correspondence and Clerical Duties

Qualifications: Any present student with a focus in business management, education and/or the arts. Knowledge of arts education methodologies is also desirable. Applicants should have great communication/people skills, attention to detail, computer literacy and good writing skills. The ideal candidate must be conscientious and able to manage multiple projects concurrently and independently.

The Costume and Wardrobe intern's primary duties will include designing and making costumes, organizing the wardrobe departments and being in charge of storage.

Preferred Qualifications: Any present or recent college student with a focus in design and the arts. Applicants should have prior experience in making, sewing and designing costumes. They should have an eye for detail and an interest in dance. Ideal candidates should be able to work independently, be hardworking, have knowledge of materials and be a fast learner. Knowledge of different materials and styles, computer skills and organizational skills is a plus.

The Finance Manager Intern must be able to help with special finance projects as directed by the board of directors or the Executive Artistic Director and must also be able to generate standard financial statements as well as prepare special financial analysis and interpretation as needed.

As a member of the Senior Management Team, you will assist in the strategic planning, policy development and new business planning, executive problem solving and strategy implementation of Creative Outlet. The Finance Manager intern will be responsible for:

- Assist in the preparation of monthly payroll for submittal to payroll service. Must be able to do payroll in-house as required.
- Prepare weekly accounts payable through in-house accounting system. Prepare deposits of contributions and other income sources.
- Maintain general ledger, provide quarterly finance reports (or more frequently as requested) to Board and senior managers.
- Develop and provide comprehensive financial reporting packages to meet the needs of the board, internal directors, and outside stakeholders such as lending institutions, grant funders, etc.
- Assist with cash flow tracking and projections, as well as long-range planning.
- Involved in special finance projects as directed by the board of directors or the executive, artistic director.
- Generate standard financial statements as well as prepare special financial analysis and interpretation as needed.

The Graphic Design/Social Media Intern's duties will include creating flyers and poster for different events, blogging, other social media advertising and other designing projects.

Qualifications: Any present college student with a focus on graphic design and marketing. Applicants should have basic computer skills with experience working with Photoshop, InDesign and the Microsoft Office Suite. They should be knowledgeable about different social networks such as Facebook, Twitter, Youtube etc. Experience creating flyers and posters is a plus.

The Company Manager Internship will encompass a wide array of responsibilities such as:

- Maintaining/updating databases of professional contacts.
- Compiling promotional materials for press packets
- Maintaining our online presences.
- Researching/Contacting Presenters (theatres, festivals, schools, unique events)

- Shadowing the Company Manager for phone and off-site meetings

Qualifications: The ideal candidate will have an interest in dance or arts management; confidence and strong speaking/writing skills; ability to multi-task and strong attention to detail; computer and social media proficiency.

The Development Coordinator intern's main function will be grant-writing, fundraising and outreach to Creative Outlet's supporters which include individuals, foundations, corporations, and government entities. This position is ideal for those looking to gain practical arts administration experience in the area of fundraising and development. Other duties include:

- Consolidating and maintaining the evolving development database and mailing lists.
- Prospect research and the collection/maintenance of related grant information.
- Coordinating proposal packages and fundraising mailings.
- Assisting with the coordination of fundraising events

Qualifications: The ideal candidate should have at least 2 years of development experience. The candidate should be a self-starter with great communication/writing skills, computer proficiency, and ability to work as part of a team. Attention to detail and ability to multi-task is also desired.

Creative Outlet has a small staff and a friendly working environment. Interns are an important part of our office, and are active contributors to the maintenance of Creative Outlet. All internships will provide a stipend and have the ability to create a salary.

To Apply: Please send your résumé and cover letter via e-mail to jamelg@creativeoutlet.com or thamilton.creativeoutlet@gmail.com. No calls please.

jamelg@creativeoutlet.com thamilton.creativeoutlet@gmail.com

[< back](#)

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