

Thursday, October 31, 2013

Dancewave: Education Internship

jobs@dancewave.org

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Dancewave seeks an Education Internship to assist the executive director in researching, coordinating, scheduling and overseeing Dancewave in Motion, Dancewave's arts in education program in NYC public schools. This internship offers the unique opportunity to gain professional hands-on experience in arts in education administration. Interns will learn how to bring high quality dance residencies to the public school system. Skills cultivated under the guidance of the Dancewave executive director during this internship will assist the aspiring arts administrator in future professional pursuits.

Responsibilities include:

Assist Executive Director in researching new school partnership opportunities and funding possibilities

Communicate with schools and teaching artists

Coordinate scheduling and assist with contract preparation

Help book the Master Class tour in NYC schools

Help oversee residencies and performances, visiting the school periodically

Help create an assessment rubric for schools, students and teaching artists

Provide administrative support to Executive Director as needed

Requirements:

Bachelor's Degree

Superb written and verbal communication skills

Highly detail oriented

Positive and professional demeanor, flexible, can-do attitude

Interest in Dancewave's mission and commitment to creating programming

And residencies in and for New York City public schools

Proficient in Microsoft Office Suite (Word, Excel, Power point)

Previous knowledge of arts in education school models

Commitment:

3-4 months, with a minimum 20 hours per week

Monthly stipend provided

To Apply:

Please send your cover letter, resume and two references to jobs@dancewave.org

jobs@dancewave.org

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