

Tuesday, February 11, 2014

Administrative Intern

Mary Seidman, Secretary keystonedance@gmail.com

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The American Dance Guild, formed in 1956, was one of the first service organizations for dance in the United States. The Guild currently focuses on offering performance opportunities in annual festivals, "bare bones" low tech productions, and awards a summer scholarship at Jacob's Pillow.

ADG seeks an administrative intern for ten hours a week to assist in the organizational management of this non profit group. The Guild curates and produces an annual four day dance festival, offering 30 contemporary choreographers to show work along side 2-3 luminaries in the field who are honored for lifetime achievement.

The intern will also help with social media, marketing, bookkeeping, fundraising.

Must have excellent computer, written, and verbal skills.

Job to start immediately. \$15/hr.

Send CV, and 1 page letter to email address.

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