

Monday, February 17, 2014

## Arts Administration Summer Internship at Parsons Dance

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Parsons Dance 229 West 42nd Street, 8th Floor. New York, NY 10036 | (212) 869-9274 | [info@parsonsdance.org](mailto:info@parsonsdance.org) ▶ [Share](#) | [Print](#) | [Download](#)

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### About the internship:

Interns will gain hands on experience with all aspects of arts administration, including, but not limited to, grant research, maintain donor files, event management, tour research, assist company manager, use social media platforms for marketing purposes, and aid in day-to-day company operations.

This internship will provide an overview and insight into the operations of a non-profit arts organization and is ideal for individuals wishing to pursue a career in arts administration.

Qualifications: Candidates should demonstrate ability to multitask and work well in a busy office environment, meet deadlines, be extremely detail oriented, follow through with tasks from beginning to end, and have excellent written and oral communication skills.

Commitment: Interns must commit to 10-25 hours per week. This is an unpaid internship with the option to earn college credit. Position to start as soon as possible.

How to Apply: Interested candidates should send their resume and cover letter outlining internship interests, how your past experiences will help you in an arts administration internship, career goals, and availability to Erica Marnell at [info@parsonsdance.org](mailto:info@parsonsdance.org)

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