

Monday, March 3, 2014

Mark Morris Dance Group Internship Opportunities

internship@mmdg.org

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Mark Morris Dance Group, 3 Lafayette Avenue, Brooklyn, NY 11217
Application Deadline: April 1st

Internship Period: May - August (dates may vary depending on department)

SUMMARY DESCRIPTION:

Founded in 1980, the Mark Morris Dance Group is a 18 member dance company headquartered at the Mark Morris Dance Center in Fort Greene, Brooklyn. The company has tour engagements domestically and internationally throughout the year and tours almost exclusively with live music. The Mark Morris Dance Center, opened in September 2001, is home to the Mark Morris Dance Group, The School, a Studio Rental program and Wellness Center.

The Mark Morris Dance Group (MMDG) seeks candidates interested in learning about Arts Administration. Internships are available in six areas of concentration: Development, Marketing, Company and General Management, Dance for PD, Operations, and Finance and Business Administration.

While the internship is based within one department, participants will get a broad overview of the overall workings of the company through involvement with various special projects and events. Interns will gain in-depth experience and will learn how various departments work together to achieve the organization's goals. Interns will also gain nonprofit administrative experience which can include: basic budgeting, project management, business writing, customer service, and introductory database training.

Internships are hosted year-round. Beginning/End dates will be mutually agreed upon on an individual basis. A commitment of 15-30 hours a week for 12-16 weeks is required (may vary by department).

Responsibilities will include, but not be limited to, the following:

Development

- Assist in researching prospective funding opportunities and prospective donors using online databases including Wealth Engine and Foundation Center Online.
- Work with Development Associate to process membership gifts in Raiser's Edge, generate acknowledgement letters, and update membership records accordingly.
- Work with Development Department to research current members for upgrades, new members, special incentives, and benefits.
- Assist with planning and execution of member events including building tours, receptions, and MMDG Open House, among others.
- Oversee and maintain department filing. Organize and maintain accurate records for files, Raiser's Edge.
- Provide administrative assistance to the Development Director, Associate Development Director, and Development Associate.

Marketing

- Organize and help develop and create text, video and photo content for MMDG's digital marketing outlets - including facebook, twitter, and tumblr.
- Print and file press articles, press releases, and other marketing collateral, both internally and externally generated
- Help update the new MMDG website, launching in December
- Provide administrative assistance to the marketing director and digital content manager and assist with monthly reporting of Google Analytics, Google AdWords, social media
- Must have experience using a PC and Microsoft Office, mostly Word and Excel; photo and video editing skills a plus

Company and General Management

- Assist Company Manager with coordinating all travel and tour logistics for company, MMDG Music Ensemble and guest artists as well as creating company tour books with detailed schedules and area information
- Provide support to the General Manager in contracting Music Ensemble members, guest artists and supplemental dancers
- Provide administrative assistance to General Manager, Executive Director and Executive Assistant
- Must be able to commit a minimum 20 hours a week / 3 days at 6-8 hours/day
- Ability to read music is a plus but not required
- Ideal candidates are in their 3rd year of college or a graduate student

Dance for PD

- Focus on the Mark Morris Dance Group's acclaimed dance program for persons with Parkinson's disease
- Assist with customer service related to Dance for PD classes and teacher training programs
- Assist with order fulfillment and shipping of program materials and products
- Assist with database management, online resource development and research
- Provide administrative assistance to Program Director and Program Coordinator

Operations

- Work with Senior Operations Manager to research projects for event spaces, MMDG library, and health and wellness suite
- Assist Operations Manager in monthly accounting reconciliation
- Prepare social media content for last-minute space availability and update public calendars
- Assist with customer service related to school, rental, and retail departments
- Proficiency with MS Office required and experience working with point of sale software a plus
- Must be able to commit to 15-20 hours per week

Finance and Business Administration

- Focus on The School, Wellness Center and Dance Center Operations
- Assist with annual Audit preparation (summer) and assist with year-end reporting (fall)
- Assist with HR administration and maintaining employee records

- Assist with budgeting and cash flow management
- Provide administrative assistance to Finance Associate, Finance Assistant and Chief Financial Officer

Qualifications:

Superb attention to detail Responsible, reliable and efficient Excellent writing and verbal communication skills (English) Proficiency with MS Word, MS excel and general internet proficiency Background in dance, music, theater or performing arts is preferred

Compensation:

Unlimited dance classes at The School at the Mark Morris Dance Center Access to Wellness Center fitness equipment Discounted Studio Rental rates

Please provide the following as part of your application:

- Resume including education and work experience
- Cover letter detailing what you would like to gain from your internship and how you would contribute to the efforts of MMDG
- One recommendation letter and three references (no family members please)

Applications

- Indicate -Â Internship-(*your choice department*)Â on the subject line of email or in body of cover letter
- Applications in electronic format preferred, and accepted at internship@mmdg.org
- Mailed applications – Human Resources, Mark Morris Dance Group, 3 Lafayette Avenue, Brooklyn, New York, 11217

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