

Wednesday, March 5, 2014

Seeking Festival Production Intern for ChEck Us OuT Dance Festival

checkitdance@gmail.com www.checkitdance.com www.facebook.com/checkitdance

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ChEckiTDance, an all female modern based dance company located in NYC is seeking motivated dancers and arts administrators to fill the position of Festival Production Intern. Each year, ChEckiTDance produces ChEck Us OuT Dance Festival: A Celebration of Female Choreographers in Central Park, an eco and family friendly, free event held each July. This festival offers female dance makers to the opportunity to present work in the beautiful setting of Summit Rock in Central Park. Past choreographers hail from California, Rhode Island, upstate New York, Texas, New Jersey and New York City. Last year, we reached an international presence welcoming choreographers and dancers from Amsterdam and Asia.

2014 marks the fourth year of this festival and we are seeking a passionate intern to assist in its production and presentation.

The festival production intern will be responsible for the following:

- promoting the festival application
- updating/marketing on social media sources-- Facebook, Twitter and LinkedIn
- organizing all choreographer headshots, bios and other supplemental materials
- corresponding with choreographers and dancers
- assisting in promoting the festival
- creating the festival e-program
- creating the playlist for all of the music involved in the festival
- running the sound during the tech/spacing rehearsal and the festival

Skills that we are looking for in our next Festival Production Intern:

- passion for the festival and its message
- ideas on how to promote or advertise the festival
- knowledge of YouTube, iMovie, iTunes and other video/music editing programs
- knowledge of e-mail marketing
- knowledge and experience with graphic design
- experience with social media-- Facebook, Twitter and LinkedIn
- love for dance or arts in administration
- interest in forming relationships with international choreographers and dancers
- flexible working hours

This position will run from April-July 2014. If you are interested in applying for this internship, please send a cover letter and resume to the Artistic Director, Allison Brzezinski, at checkitdance@gmail.com

For more information about ChEckiTDance, please visit:

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