

Tuesday, May 6, 2014

Dance/NYC Disabilities and NYC Dance Directory Summer Internship

Company: Dance/NYC
Location: New York, NY
Compensation: \$15-18/hour

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Title: Disabilities and NYC Dance Directory Summer Internship
Location: New York City
Status: Non-exempt; a minimum of 3 months, starting date and hours (10-20) negotiable, June 1- August 31 preferred

Dance/NYC's (www.dancenyc.org) mission is to promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan area. The organization achieves this mission through three core program areas: public engagement/education, research, and convening/professional development.

Dance/NYC seeks a summer intern to support the initial development for a Disabilities and NYC Dance Directory, part of a broader three-year initiative to increase inclusivity and access to the art form of dance for people with disabilities. The intern's primary deliverable is a comprehensive memorandum, inclusive of aggregated content and tools and recommendations for presentation and web functionality on DanceNYC.org. Dance/NYC will separately contract with a web design firm to create the Directory.

The intern will work independently, reporting to the Executive Director and, as necessary, coordinating with the Communications and Development Associate and an independent research consultant working on the Disabilities and NYC Dance initiative.

Duties and Responsibilities

- Initially, developing a working plan for the aggregation of primary content and tools during the Internship period for review by Dance/NYC staff
- Executing on the plan by searching, aggregating, and segmenting relevant online disabilities resources and tools, as may be available at the time of discovery, especially from (but not limited to):
 - City, State, and Federal government agencies
 - Disability service providers
 - Dance groups based in the metropolitan area

Resources may include but are not limited to:

- Planning, training, and case study material targeted to dance makers and companies
- Information about disability service providers, dance programming (performance, education), and other and accessible venues for people with disabilities
- Develop and execute a call for content through Dance/NYC and partner e-communications, as may be necessary and advised by Dance/NYC management and independent research consultant. Dance/NYC does not, as a matter of practice, solicit information from its constituents that it can find elsewhere.
- Produce (approximately 10-20) pages memorandum including:
 - Content identified in uniform format, as approved by Executive Director, and recommendations for segmenting content for presentation purposes (e.g., Space Resources, Education)
 - Further explanatory detail as necessaryRecommendations for presentation on website, which will serve as the basis for a request for proposals from web designers. These should reflect best practices for communicating with people with disabilities.
 - A contact list for anyone engaged in offering or recommending resourcesFeedback from Dance/NYC and key stakeholders should be incorporated in the memorandum by the end of the internship.
- As guided by management, liaise with external stakeholders, which may include a Task Force created to advise and assist in the broader initiative
- As possible, make recommendations for the marketing and distribution of the Disabilities and NYC Dance Directory, for instance, the production of additional collateral in accessible formats, including braille, and marketing and distribution partnerships with appropriate government agencies, and service and dance groups
- Provide additional support to Dance/NYC staff as requested.

Qualifications

The candidate will have relevant prior marketing, communications, and project management experience and familiarity with disabilities issues. Strong communication and writing skills required. S/he will be methodical and detail oriented, with excellent planning and time management skills, and able to demonstrate leadership in setting and meeting deadlines. S/he will be versed in the arts and culture landscape.

Compensation is \$15-18/hour. Dance/NYC is an equal opportunity employer.

To apply, please send a cover letter, resume, compensation requirements, and references by e-mail to Milena Luna at mluna@dancenyc.org. The position is open until filled, but Dance/NYC will give preference to applications received by May 16, 2014.

Dance/NYC
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For more information:
Milena Luna
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[< back](#)

[previous listing](#) • [next listing](#)