

Monday, May 12, 2014

## Martha Graham Dance Company Internships

Company: Martha Graham Dance Company  
Location: New York, NY  
Compensation: College credit

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Hibbard Nash Photography

Martha Graham Dance Company seeks interns in the Development, Marketing, and Resources / Archives departments.

These internships are available immediately to college students in the New York City area. Interns are invited to open rehearsals, studio showings, and technique classes throughout the length of the internship. The Martha Graham Dance Company accommodates college credit programs.

Hours are flexible, but will be set with the department. Occasionally, Interns may be asked to work after normal business hours to assist with special events.

### Development Intern

The Development Intern will work directly with the Development Associate and receive guidance from the Director of Institutional Giving and Director of Individual Giving. Position offers the opportunity to earn valuable hands-on experience in non-profit fundraising.

Intern will assist with career enhancing institutional and individual fundraising, special events coordination, and database management. The successful candidate will be proficient in Microsoft Office, have good research skills and an interest in non-profit fundraising.

### Marketing Intern

The Marketing Intern will work directly with the Marketing and Archive Assistant and receive guidance from the Marketing Manager. Position provides the opportunity to earn valuable hands-on experience in non-profit marketing and media.

Intern will assist with graphic design, email campaigns, social media, press, and archives. The successful candidate will be proficient in Adobe Photoshop and InDesign, HTML and CSS, and have a great sense of design and an interest in modern dance.

### Resources and Archives Intern

The Resources and Archives Intern will work directly with the Resources Manager. Position offers an overview of archive career opportunities and the chance to work with important historical artifacts associated with a cultural icon. Intern will assist with evaluation and inventory of Hurricane Sandy-damaged materials, the Company's media collection, and the creation of a digital database.

The successful candidate will have good computer and research skills, and an interest in research, archives and the arts.

### To Apply

Please send a cover letter and resume to [ahameline@marthagraham.org](mailto:ahameline@marthagraham.org) and indicate which internship you are applying for in the subject line.

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[Martha Graham](http://MarthaGraham.org)

For more information:  
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