

Tuesday, May 6, 2014

New York Live Arts Education Internship

Company: New York Live Arts
Location: New York, NY

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Education Intern at New York Live Arts
Department: Education
Position Reports to: Director of Education and Education Associate
Now Accepting Applications for Fall 2014-Spring 2015!

Responsibilities

- Act as teaching assistant for Bard College partnership courses: generate class rosters; finalize syllabi; maintain online course management system; track grades; facilitate communication of key information to students; facilitate communication between teaching artists; create final course documentation; go to Bard for key events (first day of classes and other campus events)
- Conduct research for educational activities and programs: collate readings, video clips, and other materials
- Generate final summaries for various Education activities and programs.
- Assist the Director of Education and Education Associate in creating and distributing marketing materials for education programs.

Specifications

- 20 hours a week for the duration of the 2014-15 academic year (Fall: Mid August-December and Spring: January-May). Consistent weekly hours are ideal.
- All travel expenses for Live Arts projects will be paid for or reimbursed by Live Arts.
- Applicants should be able to house themselves in the NY metro area.

Internship includes

- The ability to take part in education programs like Shared Practice, open Company class and the Company workshop.
- Collaborating with the education staff to refine existing programs.

Qualifications

- Undergraduate degree or experience in a college setting
- Coursework or studies in dance and/or dance education
- Able to use PC and Mac
- Proficient in Microsoft Word and Excel
- Able to edit audio and video files
- Well-organized and able to manage time effectively

Please submit a brief statement explaining your interest in dance education and any long-term goals you have for participating in this specific area of the dance field as well as a resume to: edulivearts@newyorklivearts.org . Please include Education Internship in the subject line.

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For more information:
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