

Tuesday, September 9, 2014

PR and Social Media Internship Opportunity

Company: Dancewave

Location: Brooklyn, NY

Compensation: Monthly stipend available.

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Dancewave seeks a Fall/Winter 2014 Public Relations and Social Media Intern to assist the Associate Director of Marketing and the Marketing Assistant in the execution of press and social media activities for the organization. This internship offers an excellent opportunity to gain hands on experience in a non-profit arts organization. Skills cultivated under the guidance of the Dancewave directors during this internship will assist students or recent graduates interested in Communications, Public Relations and Marketing.

Responsibilities:

- Assist with press kit creation
- Promote Dancewave's social media presence on Facebook, Twitter and Instagram
- Assist in editing of documents prior to publication/distribution
- Assist with organization and archiving of press
- Conduct research to encourage social media partnerships
- Assist in writing press releases and promoting Dancewave events

Requirements:

- Superb written and verbal communication skills
- Highly detail oriented
- Positive and professional demeanor, flexible, can-do attitude
- Interest in Dancewave's mission and commitment to serving youth
- Proficient in Microsoft Office Suite (Word, Excel, Power Point)
- Graphic design skills a plus

Commitment:

Start Date: ASAP

3-4 month commitment with preferred 20 hours per week.

Schedule flexibility available

To Apply: Please email resume, cover letter, and two-page writing sample to jobs@dancewave.org, with subject title "PR and Social Media Intern."

Application Deadline: October 1, 2014

Dancewave
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Brooklyn, NY, 11217
718-522-4696
www.dancewave.org

For more information:
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