

Wednesday, October 22, 2014

## Administrative Intern, Susan Marshall & Company

Company: Susan Marshall & Company  
Location: New York, NY

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# SUSAN MARSHALL & COMPANY

Susan Marshall & Company seeks energetic and detail-oriented Administrative Intern to assist with special projects and day-to-day operations of the company. This position offers insight into the workings of a professional dance company and is an exciting opportunity to participate in, and make an impact through dance.

You will report directly to the Executive and Managing Director's, interact with choreographer and Artistic Director Susan Marshall, as well as company members and artistic collaborators. Applicants must possess excellent time management and organizational skills, be responsible and able to work quickly and efficiently.

Responsibilities include assisting with Fundraising, Marketing & PR, Events & Performances, and Office Management. Skills & Experience needed proficient in social media platforms, Microsoft Word and Excel, Google Docs, working knowledge of WordPress, ability to effectively use the internet for research, strong written and communication skills. Prior internships or other work experience in the arts, specifically dance is preferred.

The position is based in our office located at 120 W 28th Street. We are seeking a commitment of 10 hours/week. To apply please submit a short cover letter, resume, and references via email to [desireevr@sumac.org](mailto:desireevr@sumac.org). Include "SM&Co Intern" in the subject line.

Applications close Monday, October 27

Susan Marshall & Company  
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For more information:  
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