

Thursday, November 27, 2014

KATE WEARE COMPANY seeks Administrative interns!

Company: Kate Weare Company
Location: Brooklyn, NY

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THE KATE WEARE COMPANY IS SEEKING INTERNS!

Following our sold out debut BAM in 2013, KWCo is seeking motivated, creative individuals interested in broadening their level of accomplishment in various areas of arts management. The company is currently offering 8-16 week internships in essential support areas leading up to our 10th Anniversary Season in 2014-2015.

Interns work closely with the KWCo artists and staff and can choose from the following focus areas:

Fundraising

Marketing & PR

Grant Writing

Budgeting & Finance

Digital Media & Graphic Design

Technical Production

Company Management

Join us as we celebrate this landmark year and help us make our return to the BAM stage a success!

Administrative Intern

2 month commitment / 4 hours per week

Assist staff on a variety of creative projects and important practical tasks.

Program Intern

4 month commitment / 6 hours per week

Become involved in management training, strategic planning sessions and the development of independent projects.

Professional Development for All Levels

Regardless of your level of experience, KWCo will provide training to interns who are adaptable and self-motivated.

Don't have a lot of time, but still want to help?

KWCo also needs volunteers for single day opportunities like mailings, special events, and performances.

Opportunity to Grow

Outstanding interns receive priority consideration for part-time paid positions with KWCo.

To apply for an 2014 KWCo internship, please send the following:

Your resume or an overview of administrative skills

An idea of your computer fluency and software experience

A brief writing sample, if possible

Your general availability and schedule

And any other background info you might think relevant

For more information please visit us at kateweare.com

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[< back](#)

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