

Wednesday, November 19, 2014

## Mark Morris Dance Group Winter/Spring Internships

Company: Mark Morris Dance Group

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Location: Brooklyn, NY

Compensation: Unlimited free dance classes at The School at MMDG, Access to Wellness Center fitness equipment and Discounted Studio Rental rate

The Mark Morris Dance Group (MMDG) seeks candidates interested in learning about Arts Administration. Internships are available in six areas of concentration: Company and General Management, Development, Education, Finance & Business Administration, Marketing, and Operations.

While the internship is based within one department, participants will get a broad view of the overall workings of the company through involvement with various special projects and events. Interns will gain in-depth experience and will learn how various departments work together to achieve the organization's goals. Interns will also gain nonprofit administrative experience which can include: basic budgeting, project management, business writing, customer service, and introductory database training.

Internships are hosted year-round. Beginning/End dates will be mutually agreed upon on an individual basis. A commitment of 15-30 hours a week for 12-16 weeks is required (may vary by department).

Responsibilities will include, but not be limited to, the following:

### Company and General Management

- Assist Company Manager with coordinating all travel and tour logistics for company, MMDG Music Ensemble and guest artists as well as creating company tour books with detailed schedules and area information
- Provide support to the General Manager in contracting Music Ensemble members, guest artists and supplemental dancers
- Provide administrative assistance to General Manager, Executive Director and Executive Assistant
- Must be able to commit a minimum 20 hours a week / 3 days at 6-8 hours/day
- Ability to read music is a plus but not required
- Ideal candidates are in their 3rd year of college or a graduate student

### Development

- Research funding opportunities from current and prospective donors using online databases including Wealth Engine and Foundation Center Online
- Work with Development Associates to process membership gifts in Raiser's Edge, generate acknowledgement letters, and update membership records
- Assist with planning and execution of member events including building tours, receptions, and MMDG Open House, among other
- Oversee and maintain department filing
- Organize and maintain accurate records for files in Raiser's Edge
- Provide administrative assistance to the Development Director and Development Associates

### Education

- Assist Education Programs Administrator and School Director with database management and reporting as well maintenance of teacher and musician rosters and folders
- Assist with inquiries about School programming
- Provide support to faculty, musicians, and Teaching Assistants as needed
- Staff Education events both on and off-site as needed

### Finance and Business Administration

- Focus on The School, Wellness Center and Dance Center Operations
- Assist with annual Audit preparation (summer) and assist with year-end reporting (fall)
- Assist with HR administration and maintaining employee records
- Assist with budgeting and cash flow management
- Provide administrative assistance to Finance Associate, Finance Manager and Chief Financial Officer

### Marketing

Marketing interns at MMDG work under the direction of the Marketing Associate. There are opportunities available for interns interested in:

#### GRAPHIC DESIGN:

- Generate and maintain marketing collateral for print and web - including brochures, calendars, postcards, press kits, banner ads, etc.
- Create engaging content for social media marketing
- Design and send emails
- Update and maintain the MMDG website, and work on recently launched new website
- Design candidates must be proficient with the Adobe Creative Suite of tools (Photoshop, Illustrator, InDesign, etc.), Microsoft applications, Google apps, and basic website content management systems.

#### MULTI-MEDIA JOURNALISM:

- Create interesting and relevant content for use on MMDG's tumblr, website, and other social media outlets - including written articles, photos, and video
- Research potential stories and pitch ideas to the marketing team
- Assist with press outreach on local blogs, industry partners, etc.
- Journalism candidates must be highly resourceful and creative, and possess excellent writing skills.
- Experience in video editing and production is needed, along with an awareness of digital marketing / social media outlets.

Candidates must submit a work sample along with their intern application demonstrating experience in graphic/web design, video or photo editing, or related skill. Internship areas can overlap.

#### Operations

- Focus on Dance Center Operations, with an emphasis on the Rental Program, Work/Study Program, School, and Wellness Center
  - Provide administrative assistance to the Operations Department
  - Work with Senior Operations Manager on events and event management and MMDG archive
  - Assist Operations Manager in daily accounting reconciliation and filing of rental materials
  - Update public rental availability calendars and prepare content for space availability eblasts and social media postings
  - Assist with customer service related to school, rental, and retail departments
- Proficiency with MS Office required and experience working with calendar and point of sale software a plus

#### Qualifications:

- Superb attention to detail and time management skills
- Responsible, reliable and efficient
- Excellent writing and verbal communication skills (English)
- Proficiency with MS Word, MS excel and general internet proficiency
- Background in dance, music, theater or performing arts is preferred\

Application Deadline: December 1, 2014

Internship Period: January - May (dates may vary depending on department)

Please provide the following as part of your application:

- Resume including education and work experience
- Cover letter detailing what you would like to gain from your internship and how you would contribute to the efforts of MMDG
- One recommendation letter and three references (no family members please)

#### Application Guidelines:

- Indicate Internship-(your choice department) on the subject line of email or in body of cover letter
- Applications in electronic format preferred, and accepted at [internship@mmdg.org](mailto:internship@mmdg.org)
- Mailed applications: Human Resources – Intern Coordinator, Mark Morris Dance Group, 3 Lafayette Avenue, Brooklyn, New York, 11217

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Founded in 1980, the Mark Morris Dance Group is an 18 member dance company headquartered at the Mark Morris Dance Center in Fort Greene, Brooklyn. The company has tour engagements domestically and internationally throughout the year and tours exclusively with live music. The Mark Morris Dance Center, opened in September 2001, is home to the Mark Morris Dance Group, The School, a Studio Rental program and Wellness Center.

Mark Morris Dance Group  
3 Lafayette Ave.  
Brooklyn, NY, 11217  
<http://markmorrisdancegroup.org/the-dance-group/job-opportunities/internships>

For more information:  
Intern Coordinator  
[internship@mmdg.org](mailto:internship@mmdg.org)

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