

Friday, December 5, 2014

## Dancewave Seeks Arts Administration Intern

Company: Dancewave, Inc  
Location: Brooklyn, NY  
Compensation: Monthly Stipend

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Dancewave seeks a Spring 2016 Arts Administration Intern to assist the School Administrator in the management of Dancewave's programs. This internship offers an excellent opportunity to gain real, hands on experience in a non-profit arts organization. Skills cultivated during this internship will assist aspiring arts administrators interested in pursuing a career in arts administration or dance education.

### Responsibilities:

- Respond to e-mail and telephone inquiries regarding classes and space rentals at Dancewave.
- Process registration and payments in Dancewave's online database (Salesforce).
- Assist with class management, tracking attendance and parent emails.
- Customer service.
- Assist with planning of various Dancewave school events and performances.
- Assist in the daily maintenance of the studio and office.
- Assist with financial daily tasks, overseeing payments, invoices and bills.

### 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)

### Preferred:

- Currently obtaining or have obtained undergraduate degree, preferably in arts administration, dance education, or related field • Knowledge of database similar to Mindbody or Salesforce

Commitment: Start Date: February 15, 2016 – TBD  
3-4 month commitment with 20 hours per week preferred.

Compensation: Monthly travel stipend provided

To Apply: Please email resume and cover letter to [jobs@dancewave.org](mailto:jobs@dancewave.org) , with the subject title "Arts Administration Intern"

### About Dancewave

Dancewave transforms the lives of New York City youth through unique exposure to world-class, pre-professional performing arts training. Dancewave's programs include: DANCE TRAINING (The School at Dancewave, Summer Dance Intensive); ARTS IN EDUCATION (D-Wave in Motion, Public School Master Class Tour), PRE-PROFESSIONAL COMPANIES (Dancewave Company (DC), DC II, DC III, Young Movers Ensemble) and COMMUNITY PERFORMANCE (Kids Cafe Festival, Spring Celebration.) For more information, please visit [www.dancewave.org](http://www.dancewave.org).

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