

Monday, January 26, 2015

Megan Bascom & Dancers Seeks Administrative Intern

Company: Megan Bascom & Dancers

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Sam Polcer

Megan Bascom & Dancers (MB&D) is seeking an intern to assist with preparations for their upcoming season at Triskelion Arts. The intern will provide support for MB&D's Artistic Director and Company Manager with a special focus on:

Assistance with special events and fundraising campaign

Social media and publicity outreach

General office support

Candidates must possess strong communication, writing, and computer skills with proficiency in Google Calendar, Documents, and Sheets. Applicants should have an interest in arts administration and be highly detail oriented.

Applicants must be able to begin in February and commit to 3-5 hours per week for a minimum period of 3 months with extended availability on the following dates:

March 20th

April 25th

April 26th

Possible other dates in early April

For more information or to apply send your resume and a cover letter to meganbascomanddancers@gmail.com with your full name/INTERN in the subject line.

www.meganbascomanddancers.org

Megan Bascom & Dancers
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For more information:
Megan Bascom
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