

Tuesday, February 10, 2015

Seeking Dance Education Intern

Company: Peridance Capezio Center

Location: New York, NY

Compensation: Unlimited free dance classes

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Peridance Capezio Center is seeking an intern to assist in all manners of programming for its college level Certificate Program, pre-professional BLUEPRINT Intensive, and teen Summer Intensive. The intern will be expected to help with and/or manage a wide range of tasks administrative duties (including tracking student attendance, processing student grades, keeping track of student records and files, creating databases), as well as production and program duties (including costume shopping/cleaning, assisting at performances, being a resource for new students, etc).

Peridance's Internship Program provides real world, practical knowledge of the daily operations in a professional New York City dance center. Interns will be expected to work on multiple long-term projects with an emphasis on developmental strategies as well as internal organization. Interns must be responsible for working with minimal supervision and completing projects on a deadline. Consistent and reliable work hours will be mutually established and must be adhered to for the entirety of the internship period. The position requires excellent organizational skills and the ability to work in a fast paced environment with detailed accuracy. Applicants must currently reside in NYC and have a strong command of English with secondary languages a plus.

Requirements

Applicants must commit to 15 hours per week for a minimum of 6 months

Must be proficient in a Mac environment

Proficiency with Microsoft Word, Excel, and social networking sites a must. Proficiency with Photoshop and Illustrator preferred.

High attention to detail

Priority will be given to those with experience in dance administration who are pursuing or have completed their college education

Benefits

Unlimited free classes at Peridance

Flexible schedule

Invaluable knowledge and experience working in a top NYC dance center

Connections and relationships with the local and international dance community

Discounted rates on workshops, performances, studio rentals, and Peridance merchandise

Personal recommendation letters

To apply, please email resume to summerintensive@peridance.com with "Dance Education Intern" in the subject line. No phone calls please.

Peridance Capezio Center

126 E. 13th Street

New York, NY, 10003

www.peridance.com

For more information:

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summerintensive@peridance.com

[< back](#)

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