

Sunday, April 5, 2015

Summer Intern for the Vanessa Long Dance Company

Company: The Vanessa Long Dance Company

Compensation: Free company class

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The Vanessa Long Dance Company is seeking an summer intern focused towards Development and Administration.

Primary responsibilities include donation tracking, grant applications, Assisting with possible tour, sending out newsletters to company followers, Maintaining social media, assistance in fundraising and marketing, organizing donor events and the annual fundraising gala; assist in preparing grant applications and performing other administrative tasks as needed.

Would be able to work from home, according to your schedule. It is not required to attend rehearsals, although, if you are interested in attending and taking company class for free you would be more then welcome.

Requirements:

- Must have a wonderful personality.
- Must have access to computer with internet service.
- Must be comfortable making phone calls.
- Must be self-motivated, can work independently as well as with a team of others and able to use creativity to enhance the company's brand.
- Must be able to work from home efficiently.

The Vanessa Long Dance Company
www.vanessalongdancecompany.com

For more information:
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