

Friday, May 1, 2015

Gallim Dance | Graphic Design and Social Media Intern

Company: Gallim Dance
Location: Brooklyn, NY

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Gallim Dance internships offer the unique opportunity to be involved in a dynamic, world-renowned arts organization that has seen double-digit budgetary growth over the past 5 years. The internship focuses on projects and responsibilities that deepen professional skills and introduce interns to the dance world in NYC and internationally. Interns function as integral members of the administrative team and are charged with upholding the organization's work standards, ethics and policies. Internships with Gallim Dance are typically a minimum of 3 months commitment, with a small stipend, and the potential opportunity to grow into a paid position.

Graphic Design and Social Media Intern

The Graphic Design and Social Media Intern will be responsible for bolstering the company's brand and visual presence through:

- Video/ photograph during rehearsals and events as needed
- Providing images/videos for venues and grant samples
- Retrieving photography, video and press reviews from venues after each event
- Updating and maintaining the Gallim Dance website
- Utilizing Gallim's Facebook, Twitter, Blog, and other relevant media sites and tools
- Organization /archiving all images and video libraries
- Preparing press kits
- Adding information for dance bloggers, local press, dance reviewers in anticipation of tours
- Monitoring calendar for social media activities and web updates
- Assisting in creating media campaigns

Candidates must be proficient with the Adobe platform, (Photoshop, Illustrator, etc.), Microsoft applications, and Google apps. Skills should include strong organization, attention to details and deadlines, and excellent writing and speaking ability. Knowledge of HTML and WordPress editing interface are preferred. Candidates must submit a work sample along with their application demonstrating their experience with graphic/web design, video or photo editing, or other related skill.

All interns are required to:

- 1) Organize one seminar over the course of their internship for their fellow interns, based on their responsibilities and experience with Gallim Dance
- 2) Commit a minimum of 15 hours/week
- 3) Attend weekly administrative meetings
- 4) At the completion of the program, interns will also submit a Final Review

As a Gallim Dance Intern, you will receive:

- Invaluable training towards your professional career in arts administration at a world-class dance company, at a particularly critical time of tremendous growth and strategic opportunity. In early 2015, we will be going through a branding refresh, implementing a new CRM system for our donors, and launching new programming in conjunction with our next work, to premiere at the Joyce in the fall;
- Understanding of the operations of a small, stable and growing arts organization with entrepreneurial energy and up-and-coming collective of artists and staff
- A stipend, as well as discounted performances and dance classes, when available; work-study and credit arrangements are possible as well.

Contact: Operations Manager, Matthew Martine at info@gallimdance.com

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For more information:
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