

Wednesday, June 17, 2015

Summer Intern, Susan Marshall & Company

Company: Susan Marshall & Company
Location: New York, NY

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SUSAN MARSHALL & COMPANY

Susan Marshall & Company seeks energetic and detail-oriented summer intern to assist with special projects, marketing, and general day-to-day operations of the company. This internship is unpaid, but applicants will have the opportunity to sit in on the company's annual SUMAC Workshop while gaining insight into the workings of a professional dance company.

You will work directly with the Executive and Managing Director's and assist with:

- social media initiatives
- website updates
- SUMAC 2015 summer intensive workshop
- fundraising activities including processing donations and maintaining donor records
- organizing and maintaining company archives, databases and office files
- day-to-day office management including mail, phone messages, maintaining the office space

Skills & Experience:

- Proficient in social media platforms, Microsoft Word and Excel, Google Docs
- Working knowledge of WordPress
- Ability to effectively use the internet for research
- Strong written and communication skills
- Prior internships or other work experience in the arts, specifically dance is preferred

Applicants must possess excellent time management and organizational skills, be responsible, and currently be engaged in the dance community. The position requires a minimum commitment of 8 hours/week starting immediately (end date will be determined with successful applicant). The position is based in our office located at 120 W 28th Street.

To apply:

Please submit a short cover letter, resume, and references to Desirée van Rensburg by email desireevr@sumac.org. Include "SM&Co Summer Intern" in the subject line. Applications will be accepted until the position has been filled.

www.sumac.org

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For more information:
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