

Friday, August 28, 2015

## Youth America Grand Prix INTERNSHIPS

Company: Youth America Grand Prix  
Location: New York, NY

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Youth America Grand Prix (YAGP), the world's largest global network of dance based in New York City, is accepting applications for Interns for this fall, winter, and spring. YAGP supports and develops world-class dancers ages 9 to 19 of all backgrounds by providing scholarship auditions and educational and performance opportunities in cities around the world.

YAGP's Internship Program consists of 4-month terms either between September and December or January and the beginning of May. For Winter/Spring internships the start date must be no later than January 19 and end no earlier than May 6, although earlier start date and late conclusion date are preferred. Internships are 3 days a week preferred but negotiable depending on scheduling. Interns work closely with YAGP staff and leadership as part of a small, dynamic team, receiving hands-on training in Special Events, Digital Media, and Artistic Programming at a fast-paced, growing performing arts non-profit organization. Internships at YAGP are unpaid and include some evening and weekend events. We are looking for candidates for the following internships:

**SPECIAL EVENTS INTERN** – Administrative support annual Gala in April 2016 and other fundraising events throughout the year. Projects include assistance with the distribution of invitations and designs; communications with Board members, patrons, vendors, and others as necessary; maintenance of active files and lists for the Gala; volunteer recruitment; and general administrative support for other fundraising events. Candidates with previous event production and planning experience preferred.

**DIGITAL MEDIA INTERN** – Support social media campaigns and assist in the maintenance of website. Projects include developing content for social media platforms; documentation and coordination of YAGP activities and events for inclusion on social media and on website; assisting with marketing efforts, including plans for online and social media execution of overall marketing. Candidates with HTML and website maintenance experience preferred as well as a strong interest in all social media platforms.

**PROGRAMMING INTERN** – Assist with the management of Gala performance in April 2016. Projects include supporting Programming Staff with artist correspondence, site visits, meetings and other performance-based activities as needed; coordinating artist travel and communication; maintaining and updating artist and alumni database; and other general administrative duties. Prefer candidates to have previous experience in production and performance coordination and management.

**GENERAL QUALIFICATIONS** – Students or recent graduates with degrees in the liberal or performing arts, arts administration, communications, business or marketing. – A strong interest in the arts, dance or the performing arts preferred. – Excellent verbal and written communication skills required; photo editing and graphic design capability a plus. – A strong sense of initiative, creative problem solving, and organization is a must. – Familiarity with MS Office and Google Applications and Windows OS. Digital Media applicants should have a proven track record of website and social media work

To apply, submit a Cover Letter and Resume to [jobs@yagp.org](mailto:jobs@yagp.org). Please list the name of the YAGP internship for which you are applying in the subject line. No phone calls please! YAGP is an equal opportunity employer. Employment is based on skills, capability, and experience, without discrimination based on age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, citizenship status, or any other characteristic protected by law.

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