

Wednesday, November 11, 2015

Chez Bushwick Is Seeking A Part-Time Special Projects Intern

Company: Chez Bushwick Inc.

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Application Deadline Friday, November 25, 2015

Internship – 8-12 hours/week, beginning Dec, 2015 – March, 2015

Reporting to both the Communications and Development Manager, this position will directly integrate into this small organization dedicated to supporting live performance, with a focus on new choreography. The Special Projects Intern will work on the organization's upcoming crowd-funding initiative, compiling press from 2015, and assembling the organization's Annual Report, all from the office located in Bushwick, Brooklyn.

Communications & Development Duties

Work with the Development and Communications Managers to build an upcoming online fundraising campaign

Edit video footage to best illustrate the organization

Help determine appropriate "awards" for giving levels

Assist with executing wrap "reward" party once campaign goals are reached

Serve as project manager for Annual Report

Assist with devising concept and planning timeline

Research funding data and photos, determine layout

Gather all 2015 Jonah Bokaer/Chez Bushwick press

Format and assemble into annual press book PDF

Qualifications

Bachelor's Degree required.

This internship demands a range of computer skills, initiative, and appreciation of Chez Bushwick's mission.

Necessary experience includes: knowledge of graphic design/Adobe platforms, video editing, development experience.

Experience in nonprofit – specifically in dance, visual or performing arts is desired.

To apply, please email a cover letter, resume and two references to development@chezbushwick.net This is an unpaid internship, but can be used for class credit. Studio hours will be made available to the chosen candidate in our studio.

Chez Bushwick is an equal opportunity organization committed to the principle of diversity and is particularly interested in receiving applications from a broad spectrum of people, including minorities and individuals with disabilities.

Chez Bushwick Inc.

For more information:

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