

Wednesday, November 11, 2015

Jennifer Muller/The Works: TWO INTERNS NEEDED! - IT/Web Development/Design Intern AND Marketing/Social Media Intern

Company: Jennifer Muller/The Works
Location: New York, NY
Compensation: None

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Jennifer Muller/The Works is looking for two interns, who will be hired from now until June, when our Spring Gala takes place. We have two positions available: IT/Web Development/Design Intern and Marketing/Social Media Intern. The IT Intern will be in charge of developing and maintain www.jmtw.org. This intern will also help with designing flyers, programs, the website, and other media/materials. The Marketing/Social Media Intern will be in charge of developing marketing campaigns for the company as a whole, as well as for specific projects. This intern will also help with maintaining the company's social media platforms.

About the company:

Jennifer Muller/The Works is a dance company based in Manhattan, and has performed in 39 countries on four continents, 30 states, and has self-produced 24 New York City seasons. The Works is celebrating its 40th year of presenting the unique spirit of its performances to world audiences, educating youth and serving the community with vital outreach. Founder and Artistic Director, Jennifer Muller, creates exhilarating dances that are evocative, inspirational, passionate and engaging.

The Works is thrilled to be offering 1-2 internship positions from now through December. We are seeking dedicated and energetic interns for Summer & Fall 2015, who will contribute 8-10 hours per week in the studio. Specifically, we are looking for interns to help with administrative duties, assisting with social media, and basic video editing for our non-profit organization.

We are supportive and understanding of a learning environment, and we welcome less experienced interns, but we look for a mature attitude and someone who is highly interested in the learning experience. Interning with Jennifer Muller/The Works will allow students and young professionals to gain hands-on and valuable experience in the management and operations of a dance company in NYC.

Intern responsibilities include and are not limited to:

IT Intern:

- Working closely in the office with the Artistic Director and Administrator
- Website design/maintenance/update
- Designing our blog
- Designing flyers, programs, etc.
- Installing and updating software when necessary.
- Assist with maintain Sales Force
- Edit videos and photos for our Youtube and other social media.

Marketing Intern:

- Work closely with staff and scholarship students to develop a marketing campaign - from brainstorming, to devising a timeline and executing the projects with help of staff and interns.
- Maintain social media
- Customer service/Correspondence

-Ad Hoc tasks from administrator/director

** Please note that you will have guidance through all of these tasks and it would be a great way to learn about the ins and outs of the company.

A successful intern should:

- Be able to multitask and stay committed/responsible during their time with us
- Be highly organized and have great attention to detail
- Be able to think quickly on their feet and be willing to take on challenges
- Be willing to work, ask questions, and have a positive energy
- Be polite and respectful of others

The following abilities/experiences are a PLUS, but not required:

- Photoshop/iMovie/Final Cut (means you will have a computer to work with)
- Google Docs/Sheets
- Instagram, Youtube, Facebook, Twitter, Wordpress
- Website management/Coding
- Sales Force
- Working in an open office setting
- Customer service

Why intern and is it for you?

- You will have opportunities attend performances FREE OF CHARGE
- You will gain professional experience in NYC and build your resume.
- You will be able to network with professionals in dance and in the nonprofit sector, and work closely with well-connected members of the arts community.
- You will learn a variety of skills on the job, and especially be able to develop leadership skills.
- You will be mentored and encouraged to ask questions, give input, and receive feedback.
- You will be an invaluable and great part of JMTW's 41st Anniversary!

***Interns must 18 years of age and be able to work in Manhattan, NY.*

Please send your cover letter and resume to Cynthia at cliu@jmtw.org. Our selections may be followed up with an interview. Applications are on a rolling basis and there is a possibility we will hire prior to the closing date, so please send them in ASAP!

Closing date: November 31, 2015

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For more information:
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2

[< back](#)

[previous listing](#) • [next listing](#)