

Sunday, December 20, 2015

## abunDANCE with Keo Marketing and Outreach Intern

Company: abunDANCE with keo

Compensation: \$50 a month + commission + Experience

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Andre Haynes

abunDANCE with keo ([www.keomitarver.com/abundanceclass](http://www.keomitarver.com/abundanceclass)) is seeking interns for our Winter/Spring season, January 2016- June 2016. Interns will be focusing on social media/marketing, communications and daily operations. Interns will be working mostly from home, performing front desk duties at least twice a week.

### Front Desk:

- Mondays 5:45pm-7pm & Wednesdays 6:15pm-7:30pm.
- Providing excellent customer service, Interns will be assisting with payments, registration, in charge of opening the space.
- Document and taking footage of dance classes
- Assemble/create client activity reports
- Performing other duties as needed.

### Social Media/ Marketing:

- Research community events; coordinate, attend and distribute marketing collateral at such events
- Assist with daily marketing tasks (i.e. collateral development, research, inbound/outbound calls, database management, etc.)
- Creating a strong and active social media presence. (Facebook, Instagram, etc)
- Research local and university calendars and organizations to update with our events
- Assist with implementation of targeted marketing campaigns on several social media outlets
- Email blast and flyer creation

### Qualifications:

The ideal candidate has an interest in dance, liberation, arts administration, and aligns with the vision of abunDANCE's with keo. Is a creative and out of the box thinker, self-motivated individual with the willingness to learn. Must be proficient in Microsoft Office including Word and Excel. Knowledge of Photoshop a plus. Attention to detail is a necessity and strong writing and communication skills.

### Compensation:

At least \$50 a month and commission on additional people brought to class due to marketing. Also, free ticketing to abundance classes and events, lots of art administrative experience and development.

How to apply: Please send a copy of your resume along with a cover letter explaining your interest in the internship to [info.abundancewithkeo@gmail.com](mailto:info.abundancewithkeo@gmail.com)

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