

Tuesday, January 12, 2016

Gallim Dance Seeks Spring Interns

Company: Gallim Dance
Location: Brooklyn, NY

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GALLIM DANCE INTERNSHIPS

Gallim Dance internships offer students the unique opportunity to be involved in a dynamic, world-renowned arts organization that has seen double-digit budgetary growth over the past 5 years. The internship focuses on projects and responsibilities that deepen professional skills and introduce interns to the dance world in NYC and internationally.

Interns are expected to function as integral members of the administrative team and are charged with upholding the organization's work standards, ethics and policies. Internships with Gallim Dance are typically a minimum of 3 months commitment, initially unpaid, with the opportunity to grow into a paid position.

We are currently offering internships to students in the following administrative areas:

- Touring and Education
- Marketing/Media
- Outreach and Development
- Executive Administration and Finance

All interns are required to:

- 1) Submit preliminary goals to be evaluated
- 2) Commit to a minimum of 15 hours/week
- 3) Attend weekly administrative meetings
- 4) At the completion of the program, interns will also submit a Final Review.

As a Gallim Dance Intern, you will:

- Receive invaluable training towards your professional career in arts administration or performance production at a world-class, vibrant contemporary dance company;
- Join our high-performing administrative team, including a Stanford MBA and Columbia graduate, and combined arts administration staff experience of over 20 years;
- Receive on-the-job training and experience working with professional staff in arts administration, by working on projects that are designed to increase applicable skills, contacts, and future job prospects;
- Gain a firsthand understanding of the operations of a small, stable and growing arts organization with entrepreneurial energy and up-and-coming collective of artists and staff

Interns receive:

- Training and mentoring
- Discounted performances and dance classes (when available)

University credit, work-study, independent study, and/or cooperative learning programs

Contact: Operations Manager, Matthew Martine at matthew@gallimdance.com

Touring and Education Intern

The Touring and Education Intern will work closely with the Company Manager to coordinate teaching outreach and company performances and residencies. Responsibilities include, but are not limited to:

- Contract review, project and general budgets
- Drafting , organizing, filing, proofreading and updating written materials and correspondence
- Completion of Project SOP details and alerts
- Progress Tracking of all SOP tasks
- Research on airfares, hotels and restaurants
- Preparation of details for Travel Document (maps, contacts, etc)
- Project Manage weekly classes, workshops, and intensives
- Assist in outreach for outbound teaching opportunities including, but not limited to University Residencies, and NYC teaching opportunities.
- Maintaining list of Universities and k-12 schools for potential engagement
- Update teaching package with new photos, videos, testimonials, calendar
- Attendance at auditions, assist Andrea Miller and dancers
- Coordination of permanent space usage with related parties

Candidates should have strong administrative experience and organizational skills, strong attention to detail and deadlines, and excellent writing and speaking ability. Candidates must be proficient using all Microsoft applications, internet-based research and Google apps. Experience with Salesforce is a plus. Candidates must submit a writing sample with their application.

Outreach and Development Internship:

The Outreach and Development intern will work directly with all Gallim staff members to coordinate, draft, refine, launch, and track the following:

- Grant calendar database
- Potential grant sources from playbills and dance company web sites/bios
- Grant summaries (foundation officers and board member roster) for Gallim Board
- Maintain donors lists, track thank you notes, etc
- Organization of electronic files for Development Documents
- Identification of potential donors
- Individual and corporate support campaigns, mailings
- Special events coordination
- Source opportunities for community outreach and engagement activities
- Project manage open rehearsals, studio showings, and in-house special events

Candidates should have strong organizational skills, attention to detail and deadlines, and excellent writing and speaking ability. Experience with Salesforce a plus. Candidates must submit a writing sample with their application.

Marketing/Media Internship:

The Marketing/Media Intern, working alongside the Company Manager and Director of Communications, will be responsible for bolstering the company's online presence through:

- Updating and maintaining the Gallim Dance website
- Utilizing Gallim's Facebook, Twitter, Blog, and other relevant media sites and tools
- Organization /archiving all images and video libraries
- Identifying and labeling all images

- Video/ photograph during rehearsals and events as needed
- Providing images/videos for venues and grant samples
- Retrieving photography, video and press reviews from venues after each event
- Preparing press kits
- Adding into Mail Chimp and Salesforce information for dance bloggers, local press, dance reviewers in anticipation of tours
- Monitoring calendar for social media activities and web updates
- Assisting the marketing and media director in creating media campaigns
- Updating and editing Mail Chimp contacts

Candidates must be proficient with the Adobe platform, (Photoshop, Illustrator, etc.), Microsoft applications, and Google apps. Skills should include strong organization, attention to details and deadlines, and excellent writing and speaking ability. Knowledge of HTML and WordPress editing interface are preferred. Candidates must submit a work sample along with their application demonstrating their experience with graphic/web design, video or photo editing, or other related skill.

Executive Administration and Finance

The Outreach and Education Intern will work directly with the Executive Director and Company Manager to provide crucial support to the administrative maintenance of Gallim Dance. Responsibilities include, but are not limited to:

- Organizing electronic files and Google documents
- Providing support for other day-to-day operations
- Coordination of meetings and administrative schedules

Candidates must have excellent organizational skills, strong attention to detail and deadlines, and excellent interpersonal ability. Candidates must be proficient using all Microsoft applications, internet-based research and Google apps. Experience with Salesforce is a plus.

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[< back](#)

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