

Tuesday, February 9, 2016

Dancewave - Arts Administration Internship

Company: Dancewave

Location: Brooklyn, NY

Compensation: Monthly travel stipend provided

► [Share](#) | [Print](#) | [Download](#)



Dancewave seeks a Spring 2016 Arts Administration Intern to assist the School Administrator in the management of Dancewave's programs. This internship offers an excellent opportunity to gain real, hands on experience in a non-profit arts organization. Skills cultivated during this internship will assist aspiring arts administrators interested in pursuing a career in arts administration or dance education.

Responsibilities:

- Respond to e-mail and telephone inquiries regarding classes and space rentals at Dancewave.
- Process registration and payments in Dancewave's online database (Salesforce).
- Assist with class management, tracking attendance and parent emails.
- Assist with planning various Dancewave events and performances.
- Assist in the daily maintenance of the studio and office.
- Assist with financial daily tasks, overseeing payments, invoices and bills.

Requirements:

- Superb written and verbal communication skills
- Highly detail oriented
- Positive and professional demeanor, flexible, can-do attitude
- Interest in Dancewave's mission and commitment to serving youth
- Proficient in Microsoft Office Suite (Word, Excel, Power Point)

Preferred: Currently obtaining or have obtained undergraduate degree, preferably in arts administration, dance education, or related field • Knowledge of database similar to Mindbody or Salesforce

Commitment: Start Date: February 15, 2016 – TBD

3-4 month commitment with 15-20 hours per week preferred.

To Apply: Please email resume and cover letter to jobs@dancewave.org , with the subject title "Arts Administration Intern"

About Dancewave

Dancewave transforms the lives of New York City youth through unique exposure to world-class, pre-professional performing arts training. Dancewave's programs include: DANCE TRAINING (The School at Dancewave, Summer Dance Intensive); ARTS IN EDUCATION (D-Wave in Motion, Public School Master Class Tour), PRE-PROFESSIONAL COMPANIES (Dancewave Company (DC), DC II, DC III, Young Movers Ensemble) and COMMUNITY PERFORMANCE (Kids Cafe Festival, Spring Celebration.) For more information, please visit www.dancewave.org.

Dancewave
45 4th Avenue
Brooklyn, NY, 11217
7185224696
Dancewave.org

For more information:
Kristen Majoros
jobs@dancewave.org

[< back](#)

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