

Wednesday, May 18, 2016

PR & Social Media Internship

Company: Dancewave
Location: Brooklyn, NY
Compensation: Stipend Available

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PR & SOCIAL MEDIA INTERNSHIP

Dancewave seeks a PR & SOCIAL MEDIA INTERN to assist the Associate Director of Marketing. This internship offers an excellent opportunity to gain hands on experience in nonprofit arts and dance education organization. Skills cultivated under the guidance of the Dancewave directors during this internship will assist students or recent graduates interested in Communications, Public Relations, and Marketing.

This internship opportunity has a strong potential to lead into a part-time job opportunity as a Marketing Assistant.

Responsibilities:

- Assist in writing press releases and promoting Dancewave events
- Assist with press kit creation
- Promote Dancewave's social media presence on Facebook, Twitter and Instagram
- Assist in editing of documents prior to publication/distribution
- Assist with organization and archiving of press
- Conduct research to encourage social media partnerships

Requirements:

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

Commitment:

Start Date: June 6, 2016.

6-month commitment with preferred 15-20 hours per week.

Schedule flexibility available

Compensation: Monthly stipend available.

To Apply: Please email resume, cover letter, and two-page writing sample to jobs@dancewave.org, with subject title "PR & SOCIAL MEDIA INTERN"

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