

Thursday, June 30, 2016

## Dancewave Seeks Special Events Intern

Company: Dancewave  
Location: Brooklyn, NY

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Dancewave seeks a Special Events Intern to assist the Special Events Coordinator in the management of Dancewave's Dancing Through College & Beyond 2016. This event is a free, two-day nationwide college-readiness event serving over 300 youth preparing applications and auditions for university dance 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 individuals pursue a career in Special Events Coordination.

### Responsibilities:

- Respond to e-mail and telephone inquiries regarding Dancing Through College & Beyond.
- Process registration and payments in Dancewave's online database (Salesforce).
- Work directly with the Special Events Coordinator to explore opportunities to increase the success of the event.
- Assist with planning and execution of day of events at Dancing Through College & Beyond.
- Assist in advertising the event to colleges & students alike.
- Have an excited and enthusiastic attitude.
- Ability to be flexible and willing to assist in other tasks as assigned.

### Requirements:

- Currently obtaining or have obtained an undergraduate degree
- 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:

- Knowledge of dance and interest in dance education

Commitment: Start Date: August 1, 2016 – November 1, 2016  
3-4 month commitment with 20 hours per week preferred.

Compensation: Monthly travel stipend provided

To Apply: Please email resume and cover letter to [jobs@dancewave.org](mailto:jobs@dancewave.org) , with the subject title "Special Events 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](http://www.dancewave.org).

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