

Wednesday, June 15, 2016

Neshamah Seeks Administrative Intern

Company: Neshamah
Location: New York City, NY
Compensation: Experience/Credits

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Kathryn "K.Ryn" Hopkins

Neshamah is offering an administrative internship position.

Intern will assist with grants and applications, social media and promotional materials, space reservation, and general administrative tasks. This internship will be mostly virtual. Intern, however, must be present at rehearsals, meetings, performances, as well as other required gatherings.

We are looking for someone that has the following qualities:

- Well-written and well-spoken
- Knows how to listen and respond
- Has a positive can-do attitude
- Strong character
- Organized and on time
- Quick learner
- Extremely passionate about dance
- A natural leader that wants to learn and grow
- Interested in arts administration

Requirements:

- Experience in social media and event organization
- Experience with Google Docs, Sheets, etc.

About Neshamah:

Neshamah is an NYC based dance company founded by Artistic Director Hannah Cohen. Through a collaborative process that maintains awareness for the unique possibilities of the moment, Neshamah utilizes structures paired with the organic movement of dancers to develop sympathetically resonant choreography that contemplates metaphysical ideas.

Interested in this internship? Send us your resume as well as a cover letter. Include the following information in the attached cover letter:

- In under 200 words tell us why you think this position would be perfect for you
- What hours can you dedicate?
- What are you passionate about?
- When can you begin?-

- Do you need the internship for school credit? If so, delineate what Neshamah would have to provide in order for you to earn the credits.

Neshamah
New York City, NY, 10003
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www.Neshamah.dance

For more information:
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