

Wednesday, June 22, 2016

Social Media & PR Internship

Company: Dancewave
 Location: Brooklyn, NY
 Compensation: Stipend

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SOCIAL MEDIA & PR INTERNSHIP

Dancewave seeks a SOCIAL MEDIA & PR INTERN to assist the Associate Director of Marketing. This internship offers an excellent opportunity to gain hands on experience in a nonprofit arts & 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, Marketing, and of course the arts.

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

Responsibilities:

- Enhance Dancewave's social media presence on Facebook, Twitter, Instagram, linkedin, and Snapchat
- Assist in creating weekly blog entries for Dancewave's news blog
- Assist in writing press releases and promoting Dancewave events
- Assist in press kit creation
- Assist in creating email campaigns on constant contact
- Assist in editing of documents prior to publication/ distribution
- Assist with organizing and archiving of press
- Conduct research to encourage social media partnerships
- Attendance at Dancewave events for live social media coverage
- Assist in promoting and creating marketing plans for Dancewave Events

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: ASAP.
- 6-month commitment with preferred 15-20 hours per week.
- Schedule flexibility available

Compensation: Monthly stipend available for MTA Subway

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

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