

Friday, July 1, 2016

## Intern needed for American Swiss Ballet Summer 2020

Company: SONIA MELO  
Location: NEW YORK, NY  
Compensation: tbd during interview

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Melo, Sonia

Intern needed for the American Swiss Ballet Academy in the heart of Times Square!  
The studio is located at 300 West 38th street, STE 2E

Length of internship is for a term of 13 weeks this summer, July 6 to September 28. Must commit to a 9 hour/week schedule. Monday, Wednesday and Friday. Hours 11:45am until 3:00pm. Excluding summer holidays.

Focus of work will include: Marketing, public relations/ social media (Facebook, Instagram), casting director assistant for our studio president, assisting with pre and post in-house productions, preparing marketing materials and mailings as well as preparing emails for all clients. and provide great customer for current clients and exceptional customer service for all new clients - but no xeroxing!

Requirements: Meticulously organized, collaborative, and communicative self-starter who is passionate about dance arts.

Experience as an arts-education administrator or Studio management is a plus. Bachelor's degree and German is another plus.

Intern must be a smart, driven person who likes to take on a project and work on it creatively and intensively independently and as part of a team. Great attitude, great personality and dedication to complete all the 13 weeks is a must.

Let us know if you have experience in working with MindBody, Excel, WordPerfect, Skype, Microsoft Office.

Please DROP OFF resume, with a cover letter outlining specific area(s) of interest and what would make you a great manager. Let us know any future dates you will not be in NYC and also if you are a working actor/dancer/model.

Stipend, TBD at interview.

DURATION--- July 6, 2021 - September 28, 2021

This is a 13 week assignment, with the potential to be hired or extended based on business needs and intern performance.

<http://www.asballetny.com>

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