Thursday, September 22, 2016

VKDF Communications / Administration Intern

Company: Valentina Kozlova Dance Foundation
Location: New York , NY

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Valentina Kozlova Dance Foundation (VKDF) seeks a 3-6 month Communications / Administration Intern, September - March, 2017

This intern will assist the Program Coordinator with a wide variety of tasks in the office for a total of 15 hours per week, times TBD. Position is unpaid.

Responsibilities include, but are not limited to:

Communications-

* Coordinating social media

* Coordinating marketing calendars

* Basic graphic design

* Basic video editing

* Basic photo editing

* Website content management

* Email marketing

* Eblast messaging

* Knowledge and willingness to take photography is a plus

Administration-

* Researching peer organizations and other programs in the field

* Researching marketing and media and documents

* Attending various company programs including performances and special events   (possible evenings and weekends)

* Supporting events including fundraising and master classes

* Answering organization calls

Personal Characteristics:

* Excellent writing, grammar, and text editing skills

* Fluent with all Microsoft Office applications

* Writes clearly and effectively, proofreading perfectly

* Strong attention to detail

* Organized

* Collaborative and creative

* Can manage multiple projects at once

* Works well under pressure

* Handles sensitive and confidential issues with discretion

VKDF is an equal opportunity employer. We are looking to fill the position immediately with a start date in September, 2016. NO CALLS PLEASE.

To apply, email a resumé and cover letter to vkdcny@gmail.com with the subject line "VKDF Intern, YOUR NAME."

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www.vkibc.org

For more information:
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212-245-0050

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