

Thursday, November 17, 2016

Administrative Intern

Company: Dance on the Lawn
Compensation: Unpaid

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Contact:

Charmaine Warren (Founder/Artistic Director @ Charmaine@danceonthelawn.org) or Laura Marchese (Managing Director or Laura@danceonthelawn.org)

Position Information: Administrative Intern

Location: Montclair, New Jersey

Non-paid Internship

Start Date: November 2016 Close Date: May 2017

Job Description: The Administrative Intern will assist primarily with DOTL's choreographer/artist application process.

Primary Responsibilities:

Collating and respond to applications

Collate and share Excel groups to panelists for each category

Calculate final votes for each category

Review final calculations with Administrators

Update and send emails to applications

Qualifications:

Individual should be organized and articulate, and have familiarity with various computer programs including: MicroSoft Word, Excel, Google Suite including newsletter application.

This position requires adherence to strict privacy standards that will outlined upon engagement.

Application Instructions: Please send cover letter and resume to

Charmaine@danceonthelawn.org & Laura@danceonthelawn.org

About the organization:

"Dance on the Lawn" celebrates dance in New Jersey and aims to increase exposure to dance by bringing professional and emerging companies, plus students of dance from around New Jersey together in a community setting that is free and open to the public. In addition to the performance segment of our first annual event, an "Emerging Commissioned New Jersey Choreographer" and mentor program will be established to support upcoming dance artists as we continue to grow.

Disclaimer information:

We welcome dance, film, or theatre students (undergraduate or graduate) or artists interested in growing with our organization.

Dance on the Lawn

For more information:
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Charmaine@danceonthelawn.org

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