

Wednesday, January 4, 2017

Administrative Internship - Donna Uchizono Company

Company: Donna Uchizono Company
Location: New York, NY

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Donna Uchizono Company is seeking a Spring 2017 Administrative Intern beginning January, 2017. The Intern will work in collaboration with the administrative team on the following tasks:

- completing archival projects with the NYPL,
- developing social media materials for Donna Uchizono's upcoming projects, and
- assisting with administrative work.

The internship will require approximately 5 hours a week.

The ideal candidate has strong organizational skills, the ability to work independently, and an interest learning arts administration skills hands-on for a contemporary dance company.

Experience with Mac software, Microsoft Office, social media platforms, and office tools is strongly encouraged though not required.

To apply, please send a resume and cover letter to DUC Administrator at office.donnauchizono@gmail.com by January 11, 2017.

Donna Uchizono Company
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New York, NY, 10003
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For more information:
DUC Administrator
office.donnauchizono@gmail.com

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