

Friday, January 6, 2017

Special Events & Marketing Internship - Cora Dance

Company: Shannon Hummel/Cora Dance
Location: Brooklyn, NY
Compensation: Monthly Stipend

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Cora Dance seeks a Special Events & Marketing Intern to assist the Programs & Communications Manager in the coordination and production of the 5th Annual Red Hook Prom. The Red Hook Prom is a pay-what-you-can prom for adults, and is Cora's largest fundraising event of the year attracting over 500 attendees. This internship offers an excellent opportunity to gain real, hands on experience in a non-profit arts organization. Skills cultivated during this internship will assist aspiring individuals pursue a career in Special Events Coordination, Marketing, and a general knowledge of the inner workings of a small non-profit organization.

Responsibilities:

- Assist in the development of press materials and follow up with press for the event.
- Solicit donations from local vendors.
- Assist in the planning and execution of the Red Hook Prom.
- Assist in advertising the event and community outreach.
- General administrative tasks for the non-profit in addition to special event work.
- Have a hard working and enthusiastic attitude.
- Ability to be flexible.

Requirements:

- Availability for the event May 5th-7th
- Superb communication skills (phone, email, and superb writing skills)
- Highly detail oriented
- Proficient computer skills (Google Docs, Microsoft Suite, Social Media platforms)
- Interest in Cora's mission

Preferred:

- Interest in dance and the performing arts
- Commitment to roughly 15 hours a week Feb 1st - May 12th

To Apply: Email resume and cover letter to info@coradance.org by January 20th, with the subject "Special Events Intern"

About Shannon Hummel/Cora Dance:

Shannon Hummel/Cora Dance began as a critically acclaimed dance company in 1997. In 2009, Cora established a permanent home in the socio-economically divided community of Red Hook, Brooklyn, rooting the work of the professional company and establishing a 5-day per week pay-what-you-can School for Dance in the community. From the start, Cora dedicated itself to the practice of turning no one away from a performance, program or event based on what or if they could pay, believing that excellent arts experiences should never be denied anyone based on financial circumstances. With this practice in place, Cora immediately became a hub of intersection in the historically socio-economically divided community of Red Hook. For more information about Cora and the Red Hook Prom, please visit www.coradance.org.

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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)