

Tuesday, February 7, 2017

## Jennifer Muller/The Works Seeking Interns (Several Positions!)

Company: Jennifer Muller/The Works  
Location: New York, NY  
Compensation: Academic Credit/\$0

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Jennifer Muller/The Works seeks dedicated and enthusiastic interns for the Spring of 2017 and also on a rolling basis! Internships are offered on an ongoing basis, but can be created on a semester, quarterly or yearly schedule. The Works is thrilled to offer 2-3 internship positions; interns will contribute 8-10 hours per week in the office, with a flexible schedule. The Works would be happy to work with students obtain academic credit for their service, but it is also not a requirement. While this internship is unpaid, there is strong potential to lead into a part-time job opportunity. Interns must be 18 years of age and live in New York/New Jersey.

The Works is supportive and understanding of a learning environment, and will welcome any level of experience. The nonprofit is looking for interns with a mature attitude and willingness to learn! Interning with Jennifer Muller/The Works will allow students and young professionals to gain hands-on and valuable experience in the management and operations of a dance company in NYC.

### About the company:

Jennifer Muller/The Works is a dance company based in Manhattan, and has performed in 39 countries on four continents, 30 states, and has self-produced 24 New York City seasons. The Works is celebrating its 40th year of presenting the unique spirit of its performances to world audiences, educating youth and serving the community with vital outreach. Founder and Artistic Director, Jennifer Muller, creates exhilarating dances that are evocative, inspirational, passionate and engaging.

### Internships are available in the following areas:

General Administration  
Development/Fundraising  
Information Systems  
Marketing & PR  
Social Media

### Benefits of an internship with JMTW:

You will gain professional experience to build your resume in the NYC dance field.  
You will network with dance professionals and work closely with members of the artistic community.  
You will learn a wide range of skills (administration, technical theater, booking and scheduling, etc.).  
You will be able to volunteer at and attend performances.  
You will be mentored and encouraged to ask questions, give input, and receive feedback.  
You will be an invaluable part of The Works' creative and administrative team!

### The following abilities/experiences are a plus but not required:

Customer service  
Facebook  
Google Drive  
iMovie

InDesign  
Instagram  
Photoshop  
Quickbooks  
Twitter  
YouTube  
Website management  
WordPress  
Working in an open office setting

To apply: Please send your LinkedIn link, cover letter and resume to CLiu@jmtw.org.

Questions? *(Please do not call)*

Cynthia Liu | CLiu@jmtw.org |

Katy Neely | KNeely@jmtw.org |

131 West 24th Street, New York, NY 10011

The studio is located in Chelsea, Manhattan at 131 West 24th Street (between 6th and 7th Avenues) on the 4th floor. You may take the train to the 1, C, E, F, W, M, and R 23rd Street subway stations.

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Jennifer Muller/The Works  
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212-691-3803  
[www.jmtw.org](http://www.jmtw.org)

For more information:  
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