

Thursday, July 20, 2017

## Stephen Petronio Company Intern

Company: Stephen Petronio Company  
Location: New York, NY

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Sarah Silver

Internship [part-time, unpaid]  
Stephen Petronio Company

Areas of interest: Archiving, Development, Event-Planning, Administration

Stephen Petronio Company, an internationally renowned contemporary dance company with a new residency initiative in upstate New York and a recent commitment to remounting postmodern dance works, seeks a creative and forward-thinking candidate to work on special projects in our East Village office. All applicants are expected to be independent, computer-literate workers who are passionate about the arts; prior experience in the dance field is not required but is a plus. Related educational or work experience is preferred.

Interns will have the unique opportunity to learn about the operations of a non-profit performing arts organization that is quickly expanding, working closely with a small staff in a flexible environment.

Benefits include complimentary tickets to Stephen Petronio Company performances and events, and ability to sit in on select rehearsals.

Specifications: 8-12 hours per week.

### Responsibilities:

- Supporting donor and patron database management
- Organizing archival material (SPC archive spans over 30 years)
- Aiding with donor prospect research
- Assisting with social media and marketing
- Helping with the planning and execution of special events

### Qualifications:

- Eagerness to advance skills in non-profit administration, archiving, development, and event-planning
- Experience working in a professional organization
- Computer literacy including MS Office, CRM management experience a plus
- Excellent writing, communications and interpersonal skills
- Self-starter with extreme attention to detail and organizational systems
- Ability to manage multiple projects independently
- Knowledge of and strong interest in dance, dance history, and art

Schedule and weekly hours are very flexible. Internships are unpaid and targeted toward those seeking academic credit or entry-level work experience in a fast-paced arts organization.

Please submit a cover letter, resume, and weekly availability to Nora Thompson at [nora@stephenpetronio.com](mailto:nora@stephenpetronio.com).

For more information about Stephen Petronio Company, please visit our website: [www.petron.io](http://www.petron.io)

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