

Tuesday, September 12, 2017

Arts Administration Intern, Cultivating Leadership in Dance

Company: Pentacle

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DESCRIPTION:

Pentacle is seeking part-time interns for Cultivating Leadership in Dance (CLD), our internship and professional development program, for the Fall 2017 Session (Sept. 18–Nov. 10).

CLD is a program that partners interns and companies for a high-quality internship match. It strives to find the best possible match based on similar goals and interests, while also providing interns with training seminars in arts administration.

Pentacle strategically pairs interns with affiliated dance artists and nonprofit organizations, and works with them to create an experience that is rewarding, practical, and insightful.

The intern will learn from and contribute to day-to-day administration of what it takes to sustain a profession in the arts as an individual dance artist, company, or non-profit organization. CLD participants also gain knowledge and experience of budgeting, marketing, and producing a fundraising event together by the end of the seminar.

Lastly, Pentacle provides mentorship to both interns and companies to guide the management of the internship throughout the program.

Pentacle is a not-for-profit management support organization for the performing arts established in 1976. Our Education and Outreach programs nurture early professional development through mentoring and partnerships to foster multiple pathways in the arts and stimulate the field.

TRAINING AND KNOWLEDGE OPPORTUNITIES:

On-the-job learning and liaising with various contacts

Weekly training seminars in arts administration

Peer-to-peer learning and discussion

Presentations by professionals in the field

Expanded professional network

Dedicated Pentacle mentor

Leadership development

Practice in Strategic Planning

Developing transferable skills

Work sample toward portfolio

QUALIFICATIONS:

Proactive individual with excellent verbal and written communication skills

Superb organizational skills and attention to detail

Diligent and self-motivated work ethic

Strong interest in arts and nonprofit administration required

Positive, open and engaged approach

The CLD program requires a commitment of 10 hr./week for the internship with assigned company and 3 hr./week for the seminar at Pentacle, over the 8 weeks of the program. Attendance to the seminar's fundraising event in approx. the 7th week is essential.

This is an unpaid internship. College credit may be arranged. Recent graduates may apply.

HOW TO APPLY

Please fill out and upload resume as a PDF to the application form [here](#).

[FOR INTERESTED COMPANIES](#)

Pentacle
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