

Friday, September 8, 2017

Events & Production Intern

Company: Dancewave

Location: Brooklyn, NY

Compensation: Monthly travel stipend provided; Free dance and fitness classes

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Dancewave seeks an Events & Production Intern to assist the Special Events, Education and Marketing departments in the production of Dancewave events: Dancing Through College & Beyond, Holiday Fiesta, Annual Gala, and more. This internship offers an excellent opportunity to gain active, hands-on experience in a non-profit arts organization. Skills cultivated during this internship will assist aspiring individuals pursue a career in event management, non-profit fundraising, and marketing/social media management.

Responsibilities:

- Respond to e-mail and telephone inquiries regarding events
- Process registration and payments in Dancewave's online database
- Explore opportunities to increase the success of the events
- Assist with planning and execution leading up to and day-of events
- Assist in advertising and promoting the events, in conjunction with the Marketing department

Requirements:

- Enthusiasm and excitement about Dancewave's mission and work
- Ability to be flexible and willing to assist in other tasks as assigned
- Dance production experience (stage management, house management, etc.)
- Currently obtaining or have obtained an undergraduate degree
- Superb written and verbal communication skills
- Highly detail oriented
- Positive and professional demeanor
- Proficient in Microsoft Office Suite (Word, Excel, Power Point)

Preferred:

- Knowledge of dance and interest in dance education
- Familiarity with Salesforce (or similar database)

Commitment:

Start Date: Immediate

Duration: 6 months; 20 hours/week

To Apply:

Please email resume and cover letter to jobs@dancewave.org , with the subject title "Events & Production Intern"

Dancewave
45 4th AVE
Brooklyn, NY, 11217
718-522-4696
www.dancewave.org

For more information:
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jobs@dancewave.org

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