

Tuesday, October 10, 2017

## Fall/Winter Performing Arts Management Internship

Company: Elsie Management  
Location: Brooklyn, NY  
Compensation: \$500

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Elsie Management is currently interviewing for interns who can commit to 20-25 hours per week for 16 weeks, with 10 hours of training, starting mid-Oct, 2017. We offer a \$500 stipend for the period.

Elsie Management, founded in 1995, is a performing arts management and booking agency that represents a broad spectrum of celebrated touring artists, including internationally-based world music, contemporary theater, outdoor spectacle, and the finest of contemporary dance. [www.elsieman.org](http://www.elsieman.org)

Duties include: executing promotional email campaigns; attending performances and/or rehearsals/work-in-progress showings; maintaining office supplies; filing; fulfilling promotional material requests; database upkeep; research in the field of performing arts; running errands; social media maintenance; and assisting staff in various tasks.

Thanks to the open "loft" office setting and fast-paced nature of the business, Elsie interns are offered an opportunity to build excellent professional skills and gain a breadth of knowledge in the field of performing arts that goes well beyond the work involved.

We are looking for candidates who can work in our Brooklyn office with a tiny dog, is a team-player, and has a passion for the performing arts. Due to our production and deadline-oriented schedule, candidates must be organized, personable, and able to work under busy and occasionally hectic conditions. Working knowledge of Microsoft Word, Excel, Outlook, Twitter and Facebook are required.

To learn more about our internship program, please visit us online at [www.elsieman.org](http://www.elsieman.org). Motivated applicants should send a letter of interest and resume to Jimena Alviar at [jimenaa@elsieman.org](mailto:jimenaa@elsieman.org).

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