

Monday, November 13, 2017

## DUNYC Seeks An Administrative Intern

Company: DUNYC

Location: Brooklyn, NY

Compensation: 1 Unlimited Monthly MetroCard Reimbursement

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DUNYC (Dancers Unlimited) is seeking an administrative intern who has knowledge in marketing and/or video production. We are revamping our social media sites and Youtube contents, and we are looking for an intern who are proficient in social media and are willing to learn more about performing arts management and marketing. Your responsibilities include:

- documenting rehearsals and interviews (videos and photos)
- managing and organizing digital files and document sharing sites
- uploading and scheduling social media content for our Youtube marketing campaign
- drafting newsletters for Youtube campaigns and updating websites
- scheduling productions meetings and videoshoots for Youtube projects

Estimating 10-15 hours of work per week. Qualifications:

- Knowledge of social media and file sharing platforms
- Digital Marketing / photo & video editing skills preferred
- College students majoring in arts management or marketing / PR are encouraged to apply.
- Experience in arts management a plus but not required
- Self-starters with professionalism and punctuality are extremely valued
- Available to start in December and commit through the spring

To learn more about us, please visit [www.DUHawaii.com](http://www.DUHawaii.com). Please submit a cover letter with resume and 3 references to apply.

DUNYC  
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