

Tuesday, March 6, 2018

Administrative Assistant Intern

Company: Gifted En Movement Dance Theater
Location: Flushing, NY
Compensation: NA

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Gifted En Movement

An Afro-contemporary dance theater company seeks a positive and dependable individual to join its talented team as an Administrative Assistant. Gifted En Movement currently tours and provides consulting services to clients in Africa, Asia, the Caribbean, and Europe. The Administrative Assistant supports the company's organizational needs, and correspondence with other company staff members. This is an internship with potential to grow into a full-time, paid position.

Mission

To promote African Diaspora movement from a holistic, integrative approach, facilitating dance engagements that foster socially and spiritually creative dance artists and diverse global communities

PRINCIPLE DUTIES & RESPONSIBILITIES

Schedule interviews and meetings for key staff members.

Update company calendars for consulting appointments, record dancer conflicts, and online school courses and seminars.

Book studio space for company's rehearsals, workshops, and site specific residencies

Create and log invoices to send to presenters, donors, and any other relevant vendors.

Log donations into company's database, update company's email list (workshops, residencies, and sponsors)

Seek and secure music rights.

Correspond via email with key company staff members, dancers, patrons and clients receiving consulting services as needed.

QUALIFICATIONS

Bachelor's degree, or equivalent experience, preferably in dance and /or arts administration

Strong organizational and communication skills, and writing skills

General knowledge of Microsoft Office (particularly Excel)

Knowledge of dance field preferred

Internship is 20 hours per week

Benefits

College credit for internship where applicable

Access to dance classes in the online school

Free tickets to dance performances and workshops

Recommendations for prospective career opportunities

Note: This is a remote position.

To apply, please send a cover letter, and resume to info@giftedenmovement.com.

Gifted En Movement Dance Theater
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