

Wednesday, August 8, 2018

Flamenco Vivo Internship Program

Company: Flamenco Vivo Carlota Santana
Location: New York, New York

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Hans Rasch

Flamenco Vivo Carlota Santana, an internationally-known flamenco and Spanish dance company, is recruiting qualified interns for the 2018-19 academic year and Summer 2019.

Position Summary: At Flamenco Vivo, interns play a key administrative role and work closely with the Executive Director on management functions (Finance, Development) and various projects related to our programs. Flamenco Vivo Carlota Santana is seeking a current college student, graduate student, or recent college graduate interested in serving as an Intern and providing a wide range of database, research, administrative, and general support to the administrative team. In return, the company will provide an opportunity for the intern to gain experience in and familiarity with areas such as programming, arts in education, marketing and media outreach, fundraising, and the day-to-day operations of a nonprofit organization.

Minimum commitment: 10 - 15 hours per week is requested depending on the duration of the Internship. University and college enrolled students are asked for one semester of time. Interns applying to our organization would be exposed to many layers that encompass what it takes to run a dance company. These are the specific areas of focus:

Development: The Development Intern assists the Executive Director with tasks that vary by season (including support for grant deadlines, end-of-year giving, gala) and is responsible for entering donations into the database, assisting with program tracking, taking minutes at various meetings and grant/artist opportunity research.

Programming: The Programming Intern works with artist programs and events including, but not limits to: Arts Education; NYC Performances; National Tours; Community Outreach; and our Center for Flamenco Arts, which operates rental studios, classes, workshops, and an annual pre-professional dance competition.

Marketing & Media: The Marketing & Media Intern assists the with the social media accounts, press and promotional materials, website maintenance and online class listings. Experience with Emma email marketing, Facebook Business Manager, social media platforms such as Facebook, Twitter, Instagram, and other media software a plus. Intern assists with the video archive and database. Foundational experience with iMovie, Final Cut Pro X, After Effects, Photoshop, Illustrator, InDesign are a requirement.

About the Company: Flamenco Vivo Carlota Santana is one of the nation's premier flamenco and Spanish dance companies. We believe that the universal spirit of flamenco, a multicultural art form, has the power to build bridges between cultures and inspire audiences from diverse backgrounds. Artistic Director Carlota Santana leads this company of energetic dancers and musicians in: powerful performances, extensive community outreach and innovative arts education programs.

Learn more at flamenco-vivo.org

To Apply:

Please send cover letter and resume to:

Hans Rasch

Flamenco Vivo Carlota Santana

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