

Monday, August 13, 2018

MICHIYAYA Dance Seeks Administrative Intern for Fall 2018

Company: MICHIYAYA Dance

► [Share](#) | [Print](#) | [Download](#)



SJR Photography

MICHIYAYA Dance is a femme-identifying contemporary dance theater company based in New York City. Our mission is to present multidisciplinary performances to inspire and empower humans with limitless boundaries. We are focused in specifically on offering accessible, educational public initiatives nurturing voices and creativity to youth and adults of all backgrounds.

We are looking for highly skilled individuals who have worked in the performing arts community as an Arts Administrator. This internship is a 6-month commitment from September to February, with possibility of an extension.

Arts Administration:

Responsibilities (but not limited to):

Provide accurate and timely research on funding prospects such as grants and sponsorships

Prepare materials for grants

Draft letters

Create/organize press materials

Represent and promote MICHIYAYA Dance during company events

Qualifications

Excellent writing, communication, and organizational skills

Ability to effectively manage time and demands of multiple projects

Knowledge of social media

Self-motivated, reliable, friendly, flexible, and creative with a particular interest in dance

Strong computer/internet/research skills

Understanding of technical and administrative demands of dance production

Prior administrative experience in the arts is a plus

English mother-tongue a must. Any second language is a plus

Hours and Compensation:

Position is part-time, 10 hours/week, hours are flexible.

Interns do not need to be NYC based.

This internship is unpaid, but we can compensate through: college credits; free classes; invited rehearsal participation; attendance to performances; referrals; recommendations.

This position is ideal for college students, and early-career arts administrators desiring flexibility; looking to acquire experience working for an arts not-for-profit organization.

How to Apply:

Email resume and cover letter to directors@michiyayadance.org with subject line: Operational Internship. Please specify in email and cover

letter which internship you are interested in.

Application Deadline: September 2nd, 2018

MICHIYAYA Dance
www.michiyayadance.org

For more information:
Anya Clarke & Mitsuko Verdery
directors@michiyayadance.org

[< back](#)

[previous listing](#) • [next listing](#)