

Wednesday, September 5, 2018

## Stephen Petronio Company - Part-Time Internship Position Available

Company: Stephen Petronio Company

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Location: New York, NY

Compensation: Benefits include complimentary tickets to Company performances & events, and ability to sit in on select rehearsals



Photo by Sarah Silver

Stephen Petronio Company (SPC) seeks a creative and forward-thinking candidate to work on special projects in our East Village office. SPC is an internationally renowned contemporary dance company with a new residency initiative in upstate New York and a recent commitment to remounting postmodern dance works through the Bloodlines Project.

Interns will have the unique opportunity to learn about the operations of a non-profit performing arts organization, working closely with a small staff in a flexible environment. All applicants are expected to be independent, computer-literate workers who are passionate about the arts; prior experience in the dance field is not required but is a plus. Related educational or work experience is preferred.

Benefits include complimentary tickets to Stephen Petronio Company performances and events, and ability to sit in on select rehearsals.

### Specifications:

8-12 hours per week.

### Responsibilities:

Supporting donor and patron database management  
Helping with the planning and execution of special events

Assisting with social media and marketing

Recording photo and video archival material during rehearsals

### Qualifications:

Eagerness to advance skills in non-profit administration, archiving, development, and event-planning  
Experience working in a professional organization  
Computer literacy including MS Office, CRM management experience a plus  
Excellent writing, communications and interpersonal skills  
Self-starter with extreme attention to detail and organizational systems  
Ability to manage multiple projects independently  
Knowledge of and strong interest in dance, dance history, and art

Schedule and weekly hours are flexible within the M-F, 10AM-6PM time frame. Internships are unpaid and targeted toward those seeking academic credit or entry-level work experience in a fast-paced arts organization. Applicants should be able to house themselves in the NYC metro area.

To apply, please send a cover letter highlighting your strengths and interest, resume and weekly availability to Cassandra Stern at [cassandra@stephenpetronio.com](mailto:cassandra@stephenpetronio.com).

For more information about Stephen Petronio Company, please visit our website: [www.petron.io](http://www.petron.io)

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For more information:  
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