

Thursday, October 25, 2018

Community Arts Partnerships Intern

Company: Ballet Hispánico
Location: New York, NY

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Position Description

The Community Arts Partnerships (CAP) program at Ballet Hispánico gives you the opportunity to gain first-hand experience in developing knowledge of our dance education program for our New York City schools and community, in the areas of administrative and educational programming, event management, and communication.

This is an unpaid student internship opportunity in NYC, which offers a unique learning and networking experience. We are looking for students with a strong interest in dance education to assist with our in-school residencies and our Performances for Young People during our Apollo season. Students will work side by side with the Ballet Hispánico Education and Program managers gaining administrative experience, and organizational skills, while contributing to the creative teamwork process.

The Apollo season preparation will also offer opportunities to learn more about event management, funding, and communications as we reach out to our NYC schools, process their performance inquiries, and share our Performances for Young People study guide with details about our artistic signature, expanding on how our repertoire relates to our community.

Our internship is a great opportunity to gain further appreciation of how our unique non-profit cultural organization works integrating Development, Finance, Marketing, Communications, Design, and Dance Pedagogy, with our Cultural and Educational Programming for schools and community events in NYC and abroad, our School of Dance, our Ballet Hispánico Company.

Application Details:

Qualifications for applicants:

- High school senior or college student
- Enthusiastic about working with administrative staff, school leadership, and students K-12
- Administrative skills and ability to work independently
- Experience with Microsoft Office to process data entry to create and manage reports for finance and development
- Flexible schedule within weekdays

To Apply:

- Current resume highlighting experience working in administrative and educational areas
- Cover letter stating interests and goals- Send all materials via e-mail to Gabriela Estrada (gestrada@ballethispanico.org)
- Subject heading: CAP Intern- YOUR NAME. No phone calls please.

No phone calls or follow up, please.

Application Deadline: Friday, November 9, 2018

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For more information:
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