

Tuesday, December 18, 2018

2019 NYCDA Internship (NYC & NJ)

Company: NYC Dance Arts
Location: NYC & NJ

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NYCDA Internship Program- Seeking interns for 2019 winter and spring season

Now offering opportunities in NYC & NJ!

Application Deadline: January 31st, 2019*

Description:

The dynamic intern program at NYC Dance Arts is currently seeking applicants. Applicants should be emerging performing arts professionals with basic experience or training in dance, theater, visual arts or arts administration. To apply for an interview, please e-mail your resume and cover letter to:

Director of NYC Dance Arts

nycdancearts@gmail.com

Subject Line: NYCDA Internship 2019 (NYC or NJ)

About the Program:

The intern program is designed to provide emerging artists with an opportunity to further their development and understanding of the performing arts industry, gain exposure to industry's resources and develop their administrative abilities. Interns are required to make a weekly commitment at the studio, where they assist in various dance projects within the company. There is no monetary compensation; however, in exchange for hours worked, interns receive credits for school, mentorship, opportunities to oversee dance project and related dance training.

The intern program is the primary hiring pool for the company management team and interns are considered first for work opportunities that arise.

Responsibilities and activities include:

- Weekly commitment to the studio, flexibility hours as needed
- Assisting the Director in the studio with dance rehearsals, classes, workshops performances and events
- Performing administrative duties
- Welcoming dancers and managing sign ins
- Sorting & tracking payments
- Research, organizing preliminaries and promoting
- Setting up and taking down studio equipment
- Providing assistance during auditions
- Substitute teaching when necessary (based on experience)

Desired Skills & Experience:

Strong computer skills (Microsoft Word, Excell, Outlook, Gmail)

Ability to work as part of a team and independently

Knowledgeable in dance administration, social media, marketing and advertising

Soft skills in social media branding and video editing is a plus

Dance training in areas such as hip hop, modern/contemporary and ballet is a plus

NYC Dance Arts
NYC & NJ
www.nycdancearts.com

For more information:
NYC Dance Arts
nycdancearts@gmail.com

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