

Friday, February 15, 2019

## Dance Administrative Assistant Intern - The Nathaniel Hunt Project

Company: The Nathaniel Hunt Project  
Compensation: \$13.00-\$15.00

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### JOB DESCRIPTION:

The Nathaniel Hunt Project is seeking an administrative assistant intern to assist the Artistic Director/Executive Director and Executive Administrative Director in the production of events including (Re)Union: a Spring Dance Performance, POP-UP Movements: donation-based community classes, and the RISE Experience: a dance residency and intensive. Skills cultivated during this internship will assist aspiring individuals to pursue a career in arts administration, event management, public relations, and marketing/social media management. This will be a 4-month position with a high possibility of extension.

Salary: \$13.00 to \$15.00 /hour

### ABOUT THE ORGANIZATION:

Founded by Nathaniel Hunt in 2018, The Nathaniel Hunt Project's vision is to nourish a legacy of intimate relationships through movement that inspires change and inclusion through shared human experiences; and to impact the world through the lives of the communities we teach, work with, and collaborate alongside.

The Nathaniel Hunt Project is a global dance hub organization, comprised of the RISE Experience, the Choreography Performance Workshop, POP-UP Movement, IN-Residence partnership, and more. It has been founded to serve as an ever-growing organization that mentors, educates, and teaches pre-professional dance students, gives back to communities, and provide an opportunity for professional dancers to create and collaborate in a respectful, intimate, and invigorating working environment.

### QUALIFICATIONS:

Knowledge of Google Drive (Docs, Form, Sheets), macOS, and internet research.

High School Diploma, a 2-year degree is a plus.

Be highly organized, with the ability to multitask; time management and organizational skills are necessary.

Have excellent communication skills - written, verbal and listening.

Be enthusiastic, adaptable, and patient as well as highly detail-oriented and data-efficient.

Must have a pleasant personality and a welcoming attitude as this does require interaction with others via email and in person

Background in dance or knowledge of dance, dance performances, dance education, and dance administration

### RESPONSIBILITIES

#### Administrative Tasks:

Assist in organization of files and information within The Nathaniel Hunt Project

Inputting and organizing emails to specific online mailing lists

Prepare paperwork, packets, and flyers; run errands and send mailings.

Contact, schedule, and receive information from select dance teachers and other artists

#### Production & Marketing Tasks:

Prepare and send newsletters, invites, and project updates to email lists.

Assist with event planning and production, event management, cleanup, and post-event organization (May 24th, 2019 and May 25th, 2019 all day requirement).

Maintain social media presence, including Facebook, Instagram, and e-blasts via email lists.

Amend website with pertinent and updated information

#### Miscellaneous Tasks:

Ability to meet with Artistic Director / Executive Director, Nathaniel Hunt, once a week for productivity

Ability to lift heavy or bulky objects (props, equipment, furniture, etc.) up to 50 lb (23 kg).

Various other tasks and duties as needed.

EXPERIENCE:

Assistant/Intern: 1 year (Preferred)

Social Media Management: 1 year (Required)

TO APPLY :

Please email resume and cover letter to [info@thenathanielhuntproject.com](mailto:info@thenathanielhuntproject.com), with the subject title "Dance Administrative Intern."

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The Nathaniel Hunt Project  
[www.thenathanielhuntproject.com](http://www.thenathanielhuntproject.com)

For more information:  
Nathaniel Hunt  
[info@thenathanielhuntproject.com](mailto:info@thenathanielhuntproject.com)

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