

Tuesday, February 5, 2019

Movement Research INTERN Hiring Call

Company: Movement Research

Location: New York, NY

Compensation: attend classes and some workshops for free

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Movement Research offers a variety of internship opportunities for dancers of all levels ages 18 and up. The Intern Program enables 25-30 artists annually to learn valuable administrative skills, assist MR staff, and attend classes and some workshops for free.

Applications are reviewed periodically, either with each new season, or as a position becomes available. Applications are welcome at any time. To apply for a CC Internship, email a cover letter, resume and writing sample. For all other internships, please submit a cover letter and resume reflecting relevant experience. Send materials to internship@movementresearch.org. Please note that, with our part time staff, we are often unable to answer inquiries immediately.

Please note for which positions you are applying. The resume should focus on work experience and include all relevant computer skills, technological experience, finance/cash register experience, and whatever else you feel is applicable to your areas of interest.

NOW HIRING for the following internship positions:

Class Registrar & Studio Coordinator
(through June 2019)

Duties include: Interns will interact with staff, artists, and faculty assisting with class registration, booking our spaces, scheduling and facilitating contract meeting for artist studio usage agreements, studio maintenance and cleaning, general day-to-day oversight of spaces and programs as needed, and occasionally assisting with office duties and events.

Communications

The Communications Intern assists the Media and Communications Manager with press and promotional materials, website maintenance, and online class listings. The ideal candidate possesses a strong work ethic, basic organizational skills, and an interest in engaging in Movement Research classes and events. Attention to detail and strong proofreading skills are a priority. Experience with Mailchimp, Instagram, and/or other media software a plus.

Performance Journal Archives and Subscriptions

The PJ Archives and Subscriptions Intern works closely with the Media and Communications Manager to manage subscriptions and maintain the database for the Performance Journal, Movement Research's bi-annual printed publication. Candidates should have experience with Microsoft Excel and Word, excellent writing skills, strong organizational skills, attention to detail, and the ability to work in a small, busy office environment. Participants will gain experience with Filemaker Pro, MR's detailed customized database.

Production

6 month (fall or spring season) minimum time commitment. Interns work an average of 10 hours per week and receive free classes, some free workshops, at least one MELT workshop. Duties include: set-up at door and additional technical assistance for Movement Research at the Judson Church, Open Performance, Studies Project, Movement Research Festivals, and Gala.

Program Operations

The Program Operations Intern works closely with the Operations Department on matters related to the day-to-day operations of MR's class and internship programs. This position supports registration and attendance tracking of our classes which take place at various locations across lower Manhattan. This position also facilitates communication between the MR administrative staff and MR faculty with regards to class schedule and related details. The Program Operations Intern reports directly to the Operations Manager and the Operations Associate. Candidates should have strong organizational skills, attention to detail and excellent email etiquette. Experience with Microsoft Suite, Google Drive and Mac Mail are a plus but not required.

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[< back](#)

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