

Thursday, June 6, 2019

## Summer/Fall Arts Management Internship

Company: Elsie Management  
Location: Brooklyn, NY  
Compensation: \$500

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Elsie Management seeks qualified candidates for its quarterly internship program. Elsie Management offers career development services to its celebrated global roster of performing arts companies. Located between the DUMBO neighborhood and downtown Brooklyn, the company is comprised of President, Laura Colby, Vice President, Anna Amadei, and Contracts Manager, Jimena Alviar. This is a 4-6 month (16-24 weeks) position for a minimum of 20 hours of work each week. We are flexible with both the timing of your internship and which days of the week you work – and we offer a \$500 stipend per intern period. Looking for immediate availability.

We are looking for someone who can work in a small office, is a team-player, and has a passion for the performing arts. Due to our production and deadline-oriented schedule, candidates must be organized, personable, and able to work under busy and sometimes stressful conditions. Candidates with working knowledge of Microsoft Excel, Word, Outlook, and social media platforms is preferred.

Our space is an open office – therefore you will be exposed to all aspects of the business (based on what time of year your internship is) including: contract negotiations with our artist companies and the venues they tour to; project development from the initial seed of inspiration to premiere date; grant writing; writing project narrative descriptions; filing of US work visas; city, state, and federal tax obligations; international tax and visa obligations; direct liaison with our touring companies; attendance at rehearsals, showings, and performances; creation and maintenance of promotional materials; and ongoing development of social networking presence.

Internship duties include executing promotional campaigns; maintaining office supplies; filing; fulfilling e-mail and telephone promotional material requests; and database and office upkeep. Interns will also assist staff with preparations for regional performing arts booking conferences. Due to the intimate office setting and intensity of the business, the internship position can build excellent professional skills and a gain breadth of knowledge that goes well beyond the entry-level work involved.

Applications are accepted on a rolling basis. Please send a letter of interest and resume to Jimena Alviar at [jimenaa@elsieman.org](mailto:jimenaa@elsieman.org).

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