

Friday, August 30, 2019

Internship in Dance & Media Arts Administration (non-paid)

Company: Jonah Bokaer Arts Foundation

Location: BROOKLYN, NEW YORK

Compensation: Metro Card Reimbursement - JBAF will cover your transportation

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Jonah Bokaer Arts Foundation is a local, national, and international laboratory for interdisciplinary dance, art, and live performance. The organization is the home for the choreographic work of founder, Jonah Bokaer, and operates rehearsal and performance facilities in Brooklyn (Bushwick & Williamsburg) and in Hudson, NY. We are seeking talented individuals for ongoing internship opportunities at our Brooklyn office. Each internship is catered to the strengths & interests of the individual taking on the role.

We are seeking individuals who can commit between 10 to 35 hours weekly. We are flexible with the duration but suggest a 4 month commitment. Additionally, the organization hosts monthly salon performances that would require evening participation once per month.

Responsibilities Include:

As we do our best to structure the internship around the individuals interests, interning with JBAF involves but is not limited to the following:

Fund Raising – Grant Writing – Marketing/Communications/Social Media – Curatorial Research – Programming Performance Events – Artist Assistance – Administration – Non-profit Accounting – Budgeting for the Arts – Database Management – Facilities & Operations

Jonah Bokaer Arts Foundation prides itself in it's internship program. In that, we provide an all encompassing, hands-on introduction to professional non-profit arts management. Our internships can benefit a beginner as well individuals who are more seasoned who'd like to increase their organizational skills within non-profit arts.

Requirements:

Invested interest in the Arts.

Strong interpersonal and cross-cultural skills

Basic computer skills (working knowledge of spreadsheet, presentation & word processing software).

To Apply:

Please email us a cover letter and resume to accounts@jonahbokaer.net with "Internship" in the subject heading. In your cover letter, please include: Why you are interested in interning with us, the number of hours per week you can commit and your preferred start and end dates. Internship applications and inquiries are accepted on a rolling basis.

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