

Wednesday, September 4, 2019

Arts Administration Internship

Company: Dancewave

Location: Brooklyn, NY

Compensation: Monthly stipend available, free classes at Dancewave

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Dancewave

Transforming lives through dance

The Executive Director Assistant and Arts Administration Internship at Dancewave is a great opportunity for a passionate and highly motivated individual interested in arts administration to gain active, hands-on experience in a non-profit arts organization. As an Executive Director Assistant and Arts Administration intern, you will work across multiple areas, including: development; marketing and communications; finance; and education. As an intern, you will contribute to long-term projects in addition to projects that are essential to day-to-day operations at Dancewave. This position is an incredible opportunity to develop new skills and contribute to the growth of an innovative, rapidly expanding arts organization.

Responsibilities:

- 1) Providing administrative support by answering office phone lines, responding to general inquiries, email correspondence, and data entry.
- 2) Greeting visitors and answering questions regarding programs and services.
- 3) Attending meetings as directed and creating detailed task lists for follow up.
- 4) Completing research projects and synthesizing information to share with Dancewave staff.
- 5) Representing Dancewave staff at Community and Special Events.
- 6) Assist with planning, coordination, and advertising of Dancewave events, including Dancewave Through College & Beyond (October), Winter Celebration (December), and Spring Gala (April).
- 7) Special projects as assigned

Qualifications:

- 1) Superb written and verbal communication skills & attention to detail
- 2) Ability to work in a fast-paced, professional office environment
- 3) Passion for Dancewave's mission and commitment to serving youth
- 4) Proficiency in Microsoft Office and Google Suite; Salesforce a plus

Commitment: 15-20 hours per week from October 2019 to April 2020

To Apply: Email resume, cover letter, and writing sample to jobs@dancewave.org, with "Arts Administration Internship" in the subject title. No phone calls please.

Dancewave is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Dancewave is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.

For more information about Dancewave, visit: www.dancewave.org

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