

Friday, September 20, 2019

JMBT School / Studio Administration Internship

Company: Jose Mateo Ballet Theatre

Location: Cambridge, Massachusetts

Compensation: Unpaid, but benefits include: free dance classes and complimentary performance tickets

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Description:

Gain incredible work experience in the arts field!

Interns at JMBT gain a general understanding of arts management and the operations of non-profit organizations as well as how school/studio administration plays an important role in our success.

About Jose Mateo Ballet Theatre

In 1986, José Mateo founded José Mateo Ballet Theatre (JMBT) on the principle that access to dance could transform lives. Thirty three years later, JMBT continues their annual holiday The Nutcracker at the Emerson Majestic Cutler Theatre and Strand Theatre. The JMBT School also provides ballet training for over 600 students annually and hosts an annual dance festival that strives to reposition the role of dance in our culture to enrich our communities, locally and beyond.

Interns will work on a variety of projects in support of the activities of José Mateo Ballet Theatre.

School / Studio Administration tasks include:

- General Reception desk tasks including answering the phone and assisting studio manager and administrative assistant as needed.
- Signing in adult open class students.
- Mind and Body database management for all school programs including registration input, class management and attendance.
- Assisting families with registration into the Young Dancers Programs, including administering placement classes trial classes and the Open House.
- Assisting students with enrollment into the Teen and Adult Introductory programs.
- Data entry into our live theater ticketing database for The Nutcracker production
- Assist with studio database management for school programs
- Miscellaneous administrative tasks
- 10-20 hours per week preferred.

Qualifications:

Interns should have experience with Microsoft Office and good proof-reading skills. Please be comfortable with talking on the phone. Ideal for an organized and detail-oriented person with an interest in arts administration and/or studio management.

This internship offers experience in the arts field, as well as course credit and community service hours. Although internships are unpaid, participants are welcome to take ballet classes and attend The Nutcracker performances. We are located in Harvard Square, easily accessible by train or bus. Students of all class years are welcome to apply!

Jose Mateo Ballet Theatre
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