

Friday, November 29, 2019

## Marketing/ Media, Development/ Special Events, and Arts Management Internships

Company: BodyStories: Teresa Fellion Dance

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Location: New York, NY

Compensation: Interns receive a stipend for the duration of the work and are eligible for course credit.

### WHO ARE WE?

BodyStories: Teresa Fellion Dance is an NYC-based non-profit contemporary dance company, officially formed in 2011, and active with individual projects since 2004. We create original dance works in collaboration with composers and artists of all disciplines, and have performed and taught across the continental United States, Dubai, Cameroon, and in Europe. We work very closely with our Musical Director, John Yannelli, to make each BodyStories performance a unique sensory experience, upholding our mission to create profound emotional responses for our audiences. In addition to creating and performing innovative works, our company is committed to connecting with diverse populations through dance education and community engagement projects, while also maintaining a stable business model to sustain our work. We collectively speak nine languages and research, perform, and collaborate with artists from five continents.

### WHO ARE WE LOOKING FOR?

BodyStories is hiring interns for the Spring semester! We are seeking applicants who are detail-oriented and self-motivated. Interest in the performing arts is essential! Previous arts administration experience preferred, but not required. In addition to the following areas of focus, interns will perform general operational tasks and take on other exciting projects involved in several aspects of our BodyStories 2020 Winter/Spring season.

### MARKETING & MEDIA INTERN

Manage company social media accounts (Facebook, Twitter, Instagram, LinkedIn)

Photo/video editing

Work with Artistic Director to develop and execute marketing campaigns in relation to company events and projects

Work with Company Manager and development team to design and implement fundraising campaigns

Newsletter and correspondence design

Design of print and online marketing materials

(Experience with Photoshop and Illustrator is desired)

### SPECIAL EVENTS & DEVELOPMENT INTERN

Monthly newsletter and communications

Content development

Work with Company Manager to plan and coordinate donor cultivation events

Research and apply for residencies and performance opportunities

Research touring locations and venues

Touring correspondence assistance

Grant application assistance

Corporate sponsorship assistance

Donor research and development

### ARTS MANAGEMENT INTERN

Research rental space availabilities and book rehearsals

Monthly newsletter and communications

Assist with scheduling for special events

Assist with scheduling for company events and rehearsals

Work with Company Manager and Artistic Director

General administrative assignments

Content development

Project and production planning

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