

Friday, May 28, 2021

## Dance Archive Intern

Company: Mark DeGarmo Dance  
Location: New York, NY  
Compensation: see job description

► [Share](#) | [Print](#) | [Download](#)



### Dance Archive Internship

Mark DeGarmo Dance, a leading nonprofit organization with a dance education program deemed "a national model" by The National Endowment for the Arts, was founded in 1987 as Dynamic Forms, Inc. President Barack Obama commended Dr. Mark DeGarmo and Mark DeGarmo Dance for "your service to your communities and the nation." Dance/USA called MDD's dance archive "historically significant." MDD's tripart mission includes Educate NYC communities, especially children; Create, Perform and Disseminate original dances, artistic and scholarly work; and Build intercultural community through dance. DeGarmo has created, and MDD has produced, over 100 dances and multiple international tours involving cultural diplomacy and exchange with 12 countries across Latin America and Europe, including Russia. MDD's evidence-based and scientifically researched education programs benefit under-resourced and disenfranchised BIPOC (Black, Indigenous, People of Color) New York City prekindergarten to grade 5 Title I public school students and communities without access to highest quality dance education. In 2020-21, the organization served 5 public elementary schools with up to 3,000 students total in 4 NYC boroughs. MDD's total global outreach included approximately 2.2 mm individuals across all programs.

We seek a Dance Archive Intern to start immediately for a summer internship with the potential for continued part-time paid work. The internship occurs on-site in the organization's Lower East Side NYC studio theater and office Tuesdays, Wednesdays, and Thursdays at The Clemente Soto Velez Center. The Dance Archive Intern will work directly with the Operations, Marketing, and Archival Analyst and receive guidance from Dr. Mark DeGarmo, Ph.D, BFA, Founder, Executive and Artistic Director.

This 8- to 12-week, 20 hours per week unpaid internship offers an outstanding opportunity to gain valuable practical professional experience in developing an artist-driven dance archive with an exemplary dance organization. The Dance Archive Intern will gain mentored hands-on experience in archival organization and preservation as Mark DeGarmo Dance's 50-year artist-driven dance archive is prepared for repositories in Los Angeles, Mexico City, Moscow, and New York City; and online public access.

#### Skills:

- Organized with an acute attention to, and enjoyment of, detail.
- Clear communication, professionalism, and punctuality.
- Superb written and verbal communication and excellent people skills.
- Resourceful problem solver.
- Ability to understand and follow directions.
- Ability to adapt focus with shifting schedules and priorities.
- Fast and enthusiastic learner with interest in outstanding achievement.
- Excellent discernment and caution while working with invaluable and irreplaceable artifacts.

#### Qualifications:

- Detail- and task-oriented and able to complete projects and assignments by given deadlines.
- Tech savvy with excellent computer skills including experience with MS Office suite (Access, Excel, Word, and PowerPoint), plus Google Drive, Dropbox, and Zoom. Ability/desire to learn new technologies as needed, quickly and enthusiastically.
- Prior knowledge of and experience with archival materials, handling, and best practices a plus.

Interest in and knowledge of arts administration, dance and movement practices, and dance education a plus.

Compensation:

This is an 8- to 12-week, 20 hours per week unpaid internship with possibility for college or other credit and compensation that you would arrange with your institution. Successful completion of the internship includes the potential for continued part-time paid work.

Application Instructions:

Qualified candidates should email a professionally composed and proofread cover letter, résumé, and email and telephone contacts bulleting your relationship for 2 professional references from immediate work supervisors and a professor/teacher attesting that you have the requisite skills and qualifications; and 1 personal character reference attesting to your personal integrity, honesty, and attributes. Optional materials include: links to artistic performance and written work, as well as media and press articles.

Email materials to: [search@markdegarmodance.org](mailto:search@markdegarmodance.org). Applications will be reviewed on an ongoing basis until available positions are filled.

MARK DEGARMO DANCE IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.

All inquiries are kept confidential.

---

Mark DeGarmo Dance  
107 Suffolk Street Studio 310 Mark DeGarmo Dance  
New York, NY, 10002  
2123759214  
<https://www.markdegarmodance.org>

For more information:  
Mark DeGarmo Dance  
[search@markdegarmodance.org](mailto:search@markdegarmodance.org)

---

[< back](#)

[previous listing](#) • [next listing](#)