

Friday, August 6, 2021

Special Events Internship at Dancewave

Company: Dancewave
Location: Brooklyn, NY
Compensation: Monthly Travel Stipend

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Dancewave
Transforming lives through dance

POSITION: Dancewave Special Events Internship - Fall 2021

HOURS: 15-20hrs per week

DATES: August - October

ORGANIZATIONAL BACKGROUND: Founded in 1995 by Diane Jacobowitz, Dancewave is a socially conscious dance education nonprofit organization that provides access to a community dance experience and encourages individuality and whole person development throughout NYC and beyond. By creating an inclusive environment for all, we engage our diverse audience through an expansive platform of dance performances and classes, dance residencies, college readiness events and subsidized studio rentals, reaching over 6,000 students annually.

JOB DESCRIPTION: The Dancewave Special Events Intern will have an excellent opportunity to gain real, hands on experience in event management at a non-profit arts organization. This position will assist with the planning of Dancewave Through College & Beyond (DTCB). Dancewave Through College & Beyond is a nationwide college-readiness event serving over 300 youth preparing for university dance programs. Skills cultivated during this internship will be beneficial for aspiring individuals looking to pursue a career in Special Events coordination.

Position Responsibilities

- Support with all event related communications
- Manage registrations for students, parents and college representatives
- Organize event data into spreadsheets
- Support with managing online event database
- Respond to email and telephone inquiries as needed
- Ability to be flexible and willing to assist in other tasks as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent written, verbal and interpersonal communication skills
- Organized, problem solver, able to work in a fast paced environment
- Familiar with Microsoft Office and Google suite
- Interest in Arts and Nonprofit administration

TO APPLY: Please send resume to jobs@dancewave.org with subject line: Special Events Internship

Dancewave
182 Fourth Ave
Brooklyn, NY, 11217
718-522-4696
dancewave.org

For more information:
Kristen Stout
jobs@dancewave.org

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