

Tuesday, September 14, 2021

## Fall 2021: Marketing/Media, Development/Special Events, Property Planning/Coordinating, and Arts Management Internships

Company: BodyStories: Teresa Fellion Dance  
Location: New York, NY  
Compensation: Stipend + College Credit

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Stephan Delas Heras

### 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 across the continental United States, Cameroon, Dubai, and in Europe at venues such as Jazz at Lincoln Center, Bryant Park Summerstage, Baryshnikov Arts Center, ICA Boston, Gibney Dance Center, ENTPE Lyon, France, with the rock band Phish, and others. 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 our extensive dance education programs and community engagement workshops, as well as maintaining a stable business model to sustain our work. We collectively speak nine languages and research, perform, and collaborate with artists from five continents. We have launched a virtual dance education program and several online performance programs, and are continuing to develop these offerings. As of Fall 2020, BodyStories: Teresa Fellion Dance also acquired and began renovating a refurbished barn located in the community of Jefferson, NY, developing the property into an accessible and inclusive dance and arts residency center, yoga retreat, special events, and community center. Our mission includes commitment to representing Black, Indigenous, and People of Color (BIPOC) members of our society in all areas of our company as we intend for this land to serve as an immersive, multicultural healing ground and platform for unheard communities.

### WHO ARE WE LOOKING FOR?

BodyStories is hiring interns for the Fall/Winter season! We are seeking applicants who are detail-oriented and self-motivated. Interest in the performing arts is essential. Previous arts administration experience preferred. 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 2021 Fall and Winter programming.

#### 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  
Assist with board and committees development

#### PROPERTY PLANNING & COORDINATING INTERN

Research and apply for funding opportunities  
Budgeting and allocating funds  
Property planning and development  
Developing deck presentation and marketing materials  
Coordinate with Company Manager, Development Associate, and Artistic Director to create and carry out timeline  
Research and communications with foundations that supports Arts & Culture  
Community building and outreach  
Planning curation and scheduling. Assist with developing center programs.

#### 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  
Assist with recruiting and scheduling for dance education program and community engagement programs  
Assist with correspondence with dance students, arts organizations, and artists  
General administrative assignments  
Content development

#### COVID-19 PRECAUTIONS

Our internships have traditionally involved a combination of remote and in-person work. Because of the ongoing COVID-19 crisis, we have temporarily shifted to an entirely remote work environment. As the COVID-19 situation evolves, we will maintain our remote format until it is safe to work in-person again. For this term, if you need to be entirely remote due to location or anything else, that is completely fine. Regardless of format, our internships are highly interactive and thorough; interns will receive plenty of hands-on experience in arts management, marketing, and development during working sessions, special events, mentoring, and meetings.

#### HOW TO APPLY

Please submit a resume and cover letter to Leigh Ann Gann at [leighann@bodystoriesfellion.org](mailto:leighann@bodystoriesfellion.org) preferably by October 5th, 2021, or earlier.

Positions are rolling and begin anytime from early September to early January. Upon completion of the internship program, interns receive a stipend and are eligible for course credit.

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For more information:  
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