

Monday, March 7, 2022

## Cora Dance Seeks a Production and Documentation Intern

Company: Cora Dance  
Location: Brooklyn, NY

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Cora Dance seeks a Production and Documentation intern for someone interested in technical theater, stage management, and dance photography and videography. The Production and Documentation intern will work under the direction of the Performance and Production Manager.

Responsibilities will include but are not limited to:

- Assisting with load-in, maintenance of the performance space and all performance elements (costumes, lights, backstage area, etc.), and strike.
- Regularly recording video and taking photographs of rehearsals, performances, events, classes and other current organizational activities.
- Sweeping + mopping the studio space in preparation for performances.
- Rolling + taping Marley flooring.
- Preparing the backstage area for dancers including setting up mirrors, dressing areas, and other items.
- Assisting with tasks during the run of the show as directed by Performance and Production Manager (ex: prop management, front of house assistance, communication with artists, etc.).
- Assisting with the documentation of performances and events including recording video and taking photos on a Cora iPhone as directed by the Performance and Production Manager.

An ideal candidate must:

- Have a desire to work in and learn from a diverse, multi-faceted, bustling dance and equity based institution that includes a school, professional company, and youth companies.
- Be comfortable with and sensitive in engaging directly with a community that is artistically, socio-economically, and ethnically diverse.
- Be comfortable with photographic and/or video documentation.
- Possess strong verbal communication skills and a personable, relatable, warm energy that allows those being interviewed to open up and speak comfortably.
- Possess good listening skills, an interest in talking with people and knowing more about their stories and the ability to form insightful questions that keep conversation flowing during interviews.
- Bi-lingual (Spanish/English) a plus, but not required.

Time Commitment: 5-10 hours per week; flexible hours. Must be available for the following performance dates:

- Saturday, April 30, 2022
- Monday, May 23, 2022
- Friday, May 27, 2022
- Saturday, May 28, 2022
- Saturday, June 11, 2022

*Please note: A full schedule with rehearsals, load-in, tech and dress rehearsals, and strike will be sent out closer to each performance date listed above.*

Compensation: This is an unpaid position. There is opportunity for school credit if allowed by the college/university of the applicant. Position offers an excellent opportunity to work on substantial projects and can result in a great reference. Interns will be given 5 hours per month of free studio space and discounted rate for additional hours.

To Apply: Please send a cover letter stating why you are interested in this position along with a resume to Stephanie Queiroz ([squeiroz@coradance.org](mailto:squeiroz@coradance.org)) with subject "Production and Documentation Intern". Accepting applications on a rolling basis.

Mission: Cora Dance is a nonprofit dance organization located in Red Hook, Brooklyn. Through its professional company, youth companies and pay-what-you-can school, Cora Dance creates exceptional dance experiences while addressing the impediments that restrict many individuals from accessing the art form. Cora now works with over 200 students annually, over 90% of whom are on scholarship. From the start, Cora has placed equal focus on keeping the quality of art extremely high while building access for low-income families. No family is ever turned away from Cora based on what or if they can pay.

Cora Dance is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Cora Dance is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.

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Cora Dance  
358 Van Brunt St.  
Brooklyn, NY, 11231  
(718) 858-2520  
[www.coradance.org](http://www.coradance.org)

For more information:  
Stephanie Queiroz  
[squeiroz@coradance.org](mailto:squeiroz@coradance.org)

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