

Monday, March 7, 2022

Cora Dance Seeks an Archival Intern

Company: Cora Dance
Location: Brooklyn, NY

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Cora Dance seeks a creative, organized, motivated person with a talent for visual and written storytelling to join our team as an Archival Intern. The Archival Intern will work directly with the Artistic Director in organizing, creating and engaging with a variety of documentation platforms including video, photography, pre-existing marketing materials and written content to tell the history, mission and future engagement plans of the organization.

Responsibilities will include but are not limited to:

- Archiving and organizing years of print materials into a cohesive hard copy and online "scrapbook" that illustrates the chronological history of the organization.
- Transcribing recorded interviews into written text.
- Editing footage of performances, interviews, classes and the like into short videos and promotional reels for the organization.
- Transcribing interviews with parents, audience members, students, artists, faculty, staff and other members of the Cora community speaking about or on behalf of the organization
- At times, assisting the In-Studio and Satellite Programs Manager and Artistic Director with updating online marketing platforms including social media and the website.
- Partnering with In-Studio and Satellite Programs Manager and Artistic Director on the best methods and platforms for documenting the work of Cora Dance.

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.
- Have familiarity with iMovie or other video editing platforms.
- Be comfortable with photographic and/or video documentation.
- Have strong written communication skills and the ability to transcribe casual conversation and interviews into written text that is well-organized and grammatically correct.
- Have strong verbal communication skills and a personable, relatable, warm energy that allows those being interviewed to open up and speak comfortably.
- Have 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 hours per week; commitment through the end of June 2022.

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) with subject "Archival 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.

Cora Dance
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For more information:
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