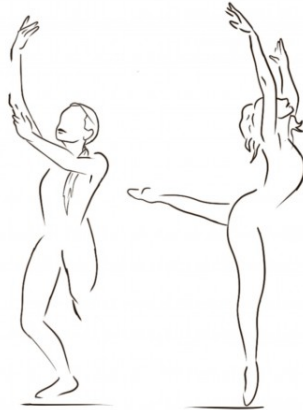


Tuesday, November 8, 2022

## 2023 Administrative Intern Needed!

Company: HUGHES And Vecchione Dance Projects  
Location: Clinton Corners, NY  
Compensation: \$250.00

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Hughes And Vecchione Dance Projects is seeking one administrative intern to join our team!

Hughes and Vecchione Dance Projects is a project-based organization directed by co-founders Christina Hughes, based out of Ketchikan, Alaska, and Angela Vecchione, based out of New York, New York. The bi-coastal partnership utilizes the online virtual space to devise, rehearse, produce and share original dance works in collaboration with international artists.

This internship will be entirely remote and give you the opportunity to work with a 3 year old dance company navigating the hurdles and opportunities at the juncture of performance and the virtual realm.

Hughes and Vecchione Dance Projects is producing its second annual in-person, evening length performance in New York City in May, 2023. We have created this 6 month internship program to help us facilitate the production, fundraising and creative goals of the project.

We will need assistance organizing, preparing, and marketing the performance, as well as your ideas and contributions to our long-term programmatic planning.

We are seeking an administrative intern to join our team remotely January - June 2023 to help with daily administrative duties, scheduling, and last-minute tasks.

A \$250 stipend will be provided for this position. The time commitment is roughly 10-15 hours per week.

We are looking for a someone who:

- Is organized
- Is efficient
- Is passionate about all things art & dance
- Can work independently and in a group setting
- Is good with deadlines
- Is flexible with last minute changes and requests!

Some duties/tasks you may be asked are:

- Updating/maintaining all social media pages
- Drafting Mailchimp newsletters for our email subscribers
- Keeping up with/responding to email exchanges
- Updating schedules, timelines, deadlines and setting reminders for co-founders to meet deadlines and complete tasks
- Organizing online folders (in Google Suite) for future performances, collaborations, correspondences
- Keeping track of ticket sales, class attendance, and monthly invoices

To apply please send your cover letter, resume, and any examples of past works (artistic, written, adventurous, creative...anything else you wish to share to help us get to know you!) to our email: [hughesveccdance@gmail.com](mailto:hughesveccdance@gmail.com).

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HUghes And Vecchione Dance Projects  
21 Hobbs Lane  
Clinton Corners, NY, 12514  
6466845271  
<https://www.hughesveccdance.com>

For more information:  
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