

Wednesday, April 5, 2023

## Event and Operations Intern

Company: Mark Morris Dance Group  
Compensation: \$15/hour (qualifications apply)

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### INTERNSHIPS WITH THE MARK MORRIS DANCE GROUP

The Mark Morris Dance Group seeks candidates for its Internship Program who are interested in gaining valuable experience in arts administration at a cultural nonprofit organization.

Application period: March 27 – April 24, 2023

Term: June 5 – July 28, 2023

Mandatory Orientation Date: Monday, June 5 from 1-3pm

If your availability doesn't align with our term dates but you are still interested in being considered for a short-term, project-based opportunity, please let us know!

Interns are an important part of the MMDG community. MMDG makes a commitment to providing project-based, meaningful work with a focus on career development for all interns. Participants will experience a broad overview of the organization through involvement with various special projects and events. Interns receive direct supervision and participate in regular check-ins with their on-site supervisor. Many have gone on to become full-time employees at the Mark Morris Dance Group and enjoyed successful careers in the nonprofit performing arts sector.

-Internships are hosted year-round for Fall, Winter/Spring, and Summer terms.

-Applicants must be 18+ and authorized to work in the US.

-MMDG's internships require a commitment of 15-20 hours per week, but shorter or longer commitments will be approved on a case by case basis.

-Internship opportunities for high school students are currently provided to our Arts Immersion Alumni and through our partnerships with Exploring the Arts, Exalt Youth, and Cristo Rey High School.

The Mark Morris Dance Group is committed to a diverse workforce and is stronger for the variety of perspectives, experiences, identities, and skills of our staff. Successful candidates will join a community of dedicated arts professionals who are propelled by Mark Morris' commitment to artistic excellence, access to the arts, and the impact that arts have in connecting and engaging communities. In our daily work, we are proactive, detail-oriented, and passionately interested in exceeding past success. We collectively strive to foster an environment where we are present, accountable, and supportive.

YOU ARE A GREAT CANDIDATE FOR OUR INTERNSHIP PROGRAM if you are any of the following:

-Current students and recent graduates who are pursuing a career in the performing arts, arts education, or arts administration

-Individuals who are seeking an opportunity to gain applicable skills for work in the nonprofit arts sector

-Professionals and life-long learners who are looking to engage with the arts and put their skills to use

### SUMMARY DESCRIPTION:

The Events & Operations Intern plays an integral role in the day-to-day operations of the Dance Center, supporting our education, artistic, and rental programs with a special emphasis on space management, special events, and production. This internship offers a unique blend of administrative and hands-on responsibilities, providing valuable skills that can translate to a variety of careers in event management, arts administration, production, and programming.

### SCHEDULE:

This internship's schedule falls within our business hours and will be on-site at the Dance Center: Monday – Friday 9:00 am – 9:00 pm and Saturday 9:00 am – 5:00 pm. Flexibility to work outside of these hours may occur but is not guaranteed.

RESPONSIBILITIES will include, but not be limited to, the following:

-Assist with space management and event scheduling.

-Respond to new rental inquiries and provide general administrative support for rental programs.

-Improve our event rental program by conducting market research, creating new packages, and developing documentation and event protocols.

-Assist with external rental events and internal departmental events at the Dance Center, providing support to technical production, management or front of house teams, depending on skill set, event needs, and interest.

-Collaborate with the Events & Dance Center Operations Manager and the Operations Team to improve how the Dance Center functions and serves our community.

### REQUIREMENTS:

-Superb attention to detail; exceptional organizational and planning skills.

-Strong communication and interpersonal skills.

-Proficient in the Microsoft Office Suite (Excel, Word, Outlook, etc.) and Zoom.

-Flexibility to work outside of business hours, including evenings and weekends.

-Proof of COVID vaccination.

### PREFERRED QUALIFICATIONS:

-Previous experience in event management, arts administration, or production.

-Familiarity with event management software.

-Basic knowledge of lighting and sound equipment.

### YOU WILL BE SUCCESSFUL IN THIS ROLE IF YOU ARE:

-Curious and eager to learn – You are able to ask questions and are open to broadening your knowledge base.

-Excited to apply your expertise – You are ready to use the skills learned in an academic setting or from previous professional experiences.

- Independent and collaborative – You are able to work autonomously, but also know when to seek advice from your supervisor and how to work as a team member.
- Creative and intuitive – You are a problem-solver and are able to offer new ideas
- Passionate about the performing arts – You have an interest in the performing arts community and understand the value of the arts.
- In alignment with our Core Values of Access, Community, Creativity, and Excellence – You work well with others towards a common purpose to achieve shared goals by developing and maintaining responsive, cooperative, and mutually beneficial internal and external relationships.

#### COMPENSATION AND BENEFITS:

- Interns who are not receiving college credit or compensation from a partnership qualify for \$15 hourly compensation
- Access to an anchor cultural institution in Brooklyn, New York and networking opportunities within the Brooklyn Cultural District
- Applicable workforce training in the areas of programming, artist services, fundraising, administration/business administration, company management, event planning and marketing
- Individualized career mentorship and guidance from leaders in the field
- Unlimited free adult dance and somatic technique classes as well as discounts to Master Classes and Intensives at the Mark Morris Dance Center
- Access to special MMDG events and performances

#### APPLICATIONS:

- Applications only accepted via our [website](#).
- Be prepared to submit a cover letter and resume as part of your online application.
- Only candidates selected for an interview will be contacted. No phone calls please.
- The link to the online application will only be live during the application window.

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Mark Morris Dance Group

For more information:  
MMDG Jobs  
[jobs@mmdg.org](mailto:jobs@mmdg.org)

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