

Tuesday, December 19, 2023

## Summer 2024 Arts Administration Internship

Company: José Limón Dance Foundation  
Location: New York, NY  
Compensation: N/A

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The José Limón Dance Foundation is now accepting résumés for the Summer 2024 Arts Administration Internship. Internships span Marketing, Research, Fundraising, Education and Archiving departments. We welcome applications from New York-based college graduates, undergraduates, as well as pre- and professional dancers.

The José Limón Dance Foundation has set the standard of excellence in artistry, educational programming, Community engagement, and historic cultural preservation for the past 77 years. Our roster of artistic and educational services encompasses dance training, professional development, creative incubation, performance, and social action. These services hold the increasingly important responsibility of creating access to and admiration for dance: for artists, audiences, students, and cultural policymakers.

The internship requires a commitment of 20 hours per week from June - August, and operates during weekday business hours from 10:00 AM - 6:00 PM ET. Additionally, candidates will be responsible for in-person Community Engagement Programming on occasional Friday evenings, Saturday mornings, and Sunday afternoons. Interns are able to take dance classes and attend special events with Limón at no charge.

Please note that this is an unpaid internship and that the Foundation does not provide stipends, housing, or other forms of financial compensation. The foundation often partners with institutions so that interns can receive academic credit or complete placement requirements. Please inquire for more information.

The Arts Administration Intern is a highly motivated, detail-oriented, multi-tasker who seeks to learn about nonprofit organizational systems and diverse administrative skills within the arts field in a fast-paced environment. Candidates must demonstrate an ability to maintain confidentiality and have strong, professional interpersonal communication skills.

Responsibilities for the arts administration intern include but are not limited to:

Assist with artistic initiatives for programming

Take ownership over special projects that support the activities of the foundation

Support the foundation with research projects and database upkeep

Desirable Skills:

Interest in the performing arts, arts education, and social action

Basic computer software, such as Microsoft Office Suite (Word, Excel, etc.) and Google Suite (Drive, Sheets, Docs, etc.)

Excellent writing, copy-editing, and communication

Background in the arts, arts administration, business administration, education and / or marketing

### HOW TO APPLY

Please provide the following materials:

Résumé

Cover letter detailing your interest in an internship at The José Limón Dance Foundation. Indicate your weekday availability between the hours of 10:00 - 6:00 PM ET, from the beginning of June to the end of August

Send all materials to [info@limon.nyc](mailto:info@limon.nyc) with ATTN: Summer Internship in the subject line

No phone calls or mail submissions, please. Incomplete applications will not be considered.

If your application is selected, you will be contacted for an interview. The deadline to apply is Friday, January 26, 2024, by 5 PM ET. Interviews will occur the week of January 29, with offers sent to prospective interns no later than February 12.

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For more information:  
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