

Wednesday, February 28, 2024

Battery Dance Summer Internships

Company: Battery Dance
Location: New York, NY
Compensation: NA

► [Share](#) | [Print](#) | [Download](#)



Claudio Rodriguez

[Battery Dance](#) provides internships for students interested in experiencing the gamut of experiences that constitute the field of non-profit performing arts management and the role that dance plays in society. The Battery Dance Internship Program seeks to engage the unique skills and interests of each individual in addition to helping students develop an aptitude for new and unfamiliar skills. We enthusiastically welcome interns into our management team, appreciating new voices and visions as an important and valued resource for the forward momentum of Battery Dance. The internship program is particularly beneficial for students wishing to pursue a career in arts management, budding choreographers and dance artists seeking to learn the logistics of running a dance company, and individuals who desire to affect social change through the arts, to further the art of contemporary dance both abroad and in NYC, or to gain volunteer/community service hours in a creative and engaging environment. No prior experience in dance or arts management is required though responsibilities are scaled to the ability of each intern. Interns will have the opportunity to work closely with senior management.

All internship positions are unpaid, but may be used for school credit. Battery Dance Company also does not provide any financial support for relocation to NYC. All positions are being advertised for immediate hire. Please email a resume and cover letter to internships@batterydance.org unless otherwise noted in the internship description.

We are now accepting applications for two summer internship positions!

DEVELOPMENT INTERN

Responsibilities:

- Assist in maintaining organization's donor, corporate, foundation and government VIP's database
- Assist at the Annual Dinner at the Institute of Culinary Education
- Help implement mass mailings for campaigns and events
- Coordinate donor mailings and acknowledgments with Development Manager
- Assist in coordination of cultivation and fundraising events
- Conduct outreach to local businesses soliciting sponsorship
- Assist with pre-performance receptions during Battery Dance Festival

Preferred Qualifications:

- Aptitude for and orientation to detail
- Excellent written and verbal communication skills
- Ability to multi-task and maintain stability and awareness under pressure
- Previous experience with fundraising and development preferred but not required
- Interest in performing arts particularly dance
- Enthusiastic, inquisitive nature and ability to be both poised and outgoing in dealing with co-workers and the public

- Experience with database management
- Experience with Salesforce preferred but not required

Time Commitment:

- 15-20 hours, May-August 2024 (flexible start day)

To apply, email your resume and cover letter to gabrielle@batterydance.org with "2024 Development Internship" in the subject line.

FESTIVAL INTERN

Responsibilities:

- Conduct outreach to local business soliciting sponsorship
- Help organize participants' information for media and marketing purposes
- Assist with visa applications for international artists
- Assist international dance companies with their travel and stay in the US
- Assist Festival Manager on coordination of volunteers
- Assist Operations Manager on merchandising and front of house tasks
- Help with logistics on set-up, receptions, and strike of the Festival

Preferred Qualifications:

- Undergraduate or Graduate Students encouraged to apply
- Previous experience with event management a plus
- Previous experience with arts festivals preferred, but not required
- Fluency in foreign languages a plus
- Excellent writing and verbal communication skills
- Detail oriented and organized
- Enthusiastic, outgoing, and creative
- Responsible, self-motivated, and dedicated
- Ability to multi-task with grace under pressure

Time commitment:

- A minimum of 10 hours per week until semester ends
- For summer session, time increases to 15-20 hours per week until Festival week, when it becomes full time (no exceptions for Festival week)
- A hybrid of remote/in-person work negotiable

To apply, email your resume and cover letter to festival@batterydance.org with "2024 Festival Internship" in the subject line.

Battery Dance
380 Broadway 5th Floor
New York, NY, 10013
2122193910
batterydance.org

For more information:
Amy Santos
festival@batterydance.org
2122193910

[< back](#)

[previous listing](#) • [next listing](#)