

Sunday, April 21, 2024

## Intern for School at Peridance (Children's Department)

Company: Peridance Center

Location: New York, NY

Compensation: Unlimited Dance Classes at Peridance Center

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Peridance Center, situated in the heart of New York City, is a premier dance institution renowned for its vibrant community and commitment to the arts. The School at Peridance offers a comprehensive range of dance programs for children, fostering creativity, discipline, and a love for the arts in a nurturing environment.

Peridance Center is seeking an enthusiastic and organized intern to support our Children's Department. This internship is an excellent opportunity to gain experience in educational administration and child development within the arts. The intern will work directly with the department coordinator to assist in daily administrative duties, student communications, and class preparations. Minimum commitment is 15 hours per week for 6 months.

### Responsibilities:

Assist in organizing and maintaining student records and documentation.

Help coordinate class schedules, registration processes, and attendance tracking.

Support the department in preparing for classes and events, including recitals and performances.

Engage with parents and students, providing information and assistance as needed.

Participate in the implementation of marketing and outreach efforts to promote children's programs.

Provide administrative support during special events and performances.

### Qualifications:

Strong organizational and administrative skills.

Excellent communication skills and a friendly, professional demeanor.

Experience working with children is highly desirable.

Proficiency in Microsoft Office and Google Suite

Understanding of MindBody is desirable.

Ability to work independently and as part of a team in a fast-paced environment.

### Benefits:

Unlimited Dance Classes at Peridance Center

Valuable hands-on experience in children's arts education and administration.

Opportunities to learn and grow professionally in a supportive and dynamic environment.

Academic credit can be arranged for students in a degree program.

### Application Process:

Interested applicants should submit a resume and a cover letter detailing their interest in the position and any relevant experience to Nikki Holck, [nikki@peridance.com](mailto:nikki@peridance.com). Please mention your available start date and any specific requirements for internship credit.

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For more information:  
Nikki Holck  
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