

Monday, September 2, 2024

The Moving Architects Seeking Paid Arts Administration Intern

Company: The Moving Architects
Location: NJ/NYC
Compensation: \$17/hr

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photo by Whitney Browne with Emily Cicio and Bethany Chang

The Moving Architects, a nonprofit dance company, seeks a paid arts administration intern to assist in the organizational support of the company's performance, education, and podcasting projects. The internship will include developing and updating internal databases across various areas, including media lists and contact directories; managing scheduling and materials for TMA's Movers & Shapers: A Dance Podcast; and assisting with outreach and partnership communications.

Intern must have excellent organizational and written communication skills; attention to detail and accuracy; proficiency in Google Sheets and data organization and management; and the ability to manage multiple tasks and meet deadlines.

Time commitment: The internship is task-based, up to 7 hours per week. Interns work remotely and should expect to commit to 1 remote meeting/week. Payment: \$17/hr, contracted position. All applicants should commit to a minimum of 4 months with potential for extension.

Application due: Sept 8, Start date: Sept 23

To apply, please send a cover letter explaining interest in the internship, and include qualifications, goals, and expectations. Send cover letter, resume, and an example of written work to: info@themovingarchitects.org

The Moving Architects
NJ/NYC
www.themovingarchitects.org

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