

Monday, February 10, 2025

Limón Summer Arts Administration Intern

Company: José Limón Dance Foundation
Location: New York, NY
Compensation: Unpaid internship

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Development & Communications Manager - Full-time

LOCATION: New York, NY

JOB TYPE: Full-Time

SALARY: \$55,000 - \$65,000

As it nears its 80th Anniversary season, the José Limón Dance Foundation seeks an ambitious arts management professional to join the organization at a moment of transformation and growth. The Foundation is dedicated to preserving, producing, and furthering the legacy of José Limón, who is among the greatest and most influential dancers and choreographers in the history of American modern dance. The Foundation, with an annual budget of \$1.7M, supports two key activities: the Limón Dance Company and the Limón Institute.

Under the artistic direction of Dante Puleio, the Limón Dance Company is reimagining the Limón legacy with novel reconstructions of Limón masterworks accompanied by bold new commissions from leading choreographers. The Institute's programs reach more than 5,000 students and scholars annually on four continents. Guided by the energetic vision of Puleio and the strategic leadership of incoming Executive Director Michelle Preston, the Foundation is actively developing new partnerships in anticipation of expanded activity in the years ahead.

The Role

Reporting to the Executive Director, the Development & Communications Manager handles both development and marketing strategy and support. Development responsibilities include cultivating individual and institutional stakeholders to grow the base of support for both the Limón Dance Company and the education activities of the Limón Institute. The communications responsibilities include implementing marketing campaigns for all facets of the organization and overseeing Limón's promotional and advertising efforts. Supported by a collaborative tight-knit staff, the Development & Communications Manager will be integral in the upward trajectory of one of the world's most influential contemporary dance organizations. There is significant opportunity to grow this role within the organization.

Key responsibilities:

Work closely with the Executive Director, to implement the annual institutional and individual giving plan for the organization, with support from Programming and Institute colleagues.

Oversee the annual foundation and government grants strategy, maintaining a schedule of upcoming deadlines, and authoring grant applications and reports.

Work with Membership & Development Operations Manager to plan donor cultivation events and opportunities.

Work with the Executive Director to support all aspects of the Annual Spring Gala including securing auction items, sponsorship outreach, guest tracking, and fundraising.

Implement marketing strategies, campaigns, and day-to-day marketing copy that support the mission and vision of the organization across digital and print platforms.

Manage website maintenance, including updating information, creating new pages for new programs, and troubleshooting technical issues.

Collaborate with national and international presenters to create and approve marketing assets, press releases, and performances programs.

Maintain and track reviews, photos, video, and company bios, ensuring the integrity, accuracy and quality of such materials (for traditional and digital documents).

Qualifications:

The successful candidate is a trendsetting and dynamic individual who can work both independently and in a small group environment, track multiple projects, and work effectively under pressure of deadlines. They write well, think big, have good interpersonal skills, excel at collaboration, have strong organizational skills, attention to detail, and the ability to work with imagination and determination. They will have a positive attitude, sense of humor, strong work ethic, and high degree of professionalism.

Required:

Integrity, curiosity about the field, and tendency towards team building.

Excellent computer literacy skills (Microsoft Word, Excel, PowerPoint, Google Suite).

Ability to translate medium and long-term goals into actionable steps.

Passion for the performing arts and a genuine interest in José Limón's work.

2-3 years of experience working in a non-profit organization, sales environment, or equivalent experience.

Preferred:

Knowledge of the New York City funding and philanthropic environment.

Experience with databases (MonkeyPod or Kindful) as well as email marketing (MailChimp) and list segmentation.

Proficiency in website management (WIX), video editing, and graphic design (Canva or In-Design).

Familiarity and experience with creating, executing, and maintaining Google Ad and Meta Ad campaigns.

Fluency in a language other than English.

Salary \$55-65K /year commensurate with experience. \$300 /month is available for reimbursement toward a health insurance plan. The position is considered full-time, 40 hours per week, with a combination of remote and onsite work. Periodic attendance at Limón performances and events in the New York City area are required, and therefore some evening and weekend work is necessary. Employees must be fully vaccinated against COVID-19 and provide proof of that vaccination.

To apply please send a cover letter stating your salary requirements, a resume, and a writing sample to careers@limon.nyc. Please include DEVELOPMENT & COMMUNICATIONS in the subject line. Applications will be accepted until the position is filled.????

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Summer Arts Administration Intern - Seasonal

LOCATION: New York, NY

JOB TYPE: 20 hours per week

The José Limón Dance Foundation is now accepting résumés for the Summer 2025 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 internship requires a commitment of 20 hours per week from June – August fully in-person from Tuesdays to Thursdays between the business hours of 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.

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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.

Key responsibilities:

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

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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 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 Sunday, February 14, 2025. Interviews will occur the week of February 17, with offers sent to prospective interns no later than February 24.

José Limón Dance Foundation
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For more information:
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