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administration



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December 5, 2017

[Creative Outlet Dance Theatre of Brooklyn seeks Interns](#)

Creative Outlet Dance Theatre of Brooklyn is a professional dance company that merges rigorous classical and modern dance technique with African-American soul and spirit. Creative Outlet's mission is to present and teach dance at a high level of excellence--- aiming to make dance accessible to young people and adults through training and a repertory performance which is socially relevant and culturally...



December 4, 2017

[Marketing and Production Intern](#)

Gelsey Kirkland Arts Center A high volume, large, newly renovated, 310 Concert Theater and rehearsal space in the heart of Downtown Brooklyn is seeking an arts administrative intern to join our Programming Department. Working with high profile clients in dance, Broadway, Off- Broadway, theater, fashion and film. Marketing and Production Intern Company: Gelsey Kirkland Arts Center Responsibilities: Will...



December 4, 2017

[GALLIM SEEKS INTERNS - APPLY NOW!](#)

GALLIM SEEKS INTERNS FOR ITS WINTER/SPRING 2018 SEASON - APPLY NOW! Internships at GALLIM offer individuals the unique opportunity to be involved in a dynamic, world-renowned arts organization that supports and shares the dynamic artistic vision of Andrea Miller, the current artist-in-residence at The Metropolitan Museum of Art. Interns function as integral members of the administrative team and...



November 25, 2017

[Marketing Assistant](#)

About Our Company: Rooted in empowerment and gratitude, abundance with keo (abd) is an organization using love, movement and other art forms to promote creativity, connection and abundance. Led by Founder and Principal Choreographer, Keomi Tarver, abunDANCE has performed on stages for more than 20,000 people at Amber Rose's Festival, led private classes with celebrity clients including supermodel,...



November 20, 2017

[VALLETO seeks Company Manager](#)

VALLETO is looking for an exceptional manager to work with closely Artistic Director for season 4 and 5. The ideal candidate should be able to commit to 5 days a week. (hours are negotiable) Looking for a Manager to join the creative culture of VALLETO and oversee the organization of the company. Responsibilities include sending weekly emails, handling ongoing requests as needed, helping to...



November 20, 2017

[Donna Uchizono Company seeks Marketing and Production Intern](#)

Donna Uchizono Company is seeking an Administrative Intern (ideally from December 2017 to October 2018 - start-time frame flexible). The Intern will work in collaboration with the administrative team on the following tasks: social media upkeep (weekly), general administrative tasks (weekly), and assisting with rehearsals for Donna Uchizono Company (as needed), leading up to a Fall 2018 production...

November 17, 2017

[Dancewave seeks Arts Administration Intern](#)

Arts Administration Internship at Dancewave The Arts Administration Internship at Dancewave is a great opportunity for a passionate and highly motivated individual interested in arts administration to gain active, hands-on experience in a non-profit arts organization. As an arts administration intern, you will work across multiple areas, including: development; marketing and communications; finance;...



November 16, 2017

[Dance/NYC Office Manager](#)

Title: Office Manager Location: New York City Reports to: Executive Director Status: Full-time, non-exempt position with opportunity



for career growth within the organization; start date November 1, 2017 (negotiable) Dance/NYC's (www.dance.nyc) mission is to promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan area. It achieves this mission through...