

## L I S T I N G S

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Thursday, December 6, 2018

## Administrative Intern-Pony Box Dance Theatre

Company: Pony Box Dance Theatre

Location: NY, NY

Compensation: Unpaid

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Doug Hammond

Help one of NY's hottest new troupes, Pony Box Dance Theatre, further the art of men dancing. We are seeking an arts administration intern to assist with company operations. The intern will assist the Director of Operations and Artistic Directors.

We are looking for an administrator supreme who can

- Commit 3-4 hours per week
- Has at least 1 year of administrative experiences
- College student and/or recent graduate
- Highly organized
- Access to a computer or laptop
- Able to work independently

Requirements:

- Resume
- Cover letter outlining your interest in the organization and the position

- 2 references

#### Benefits

- Can provide college credit
- Metro card for travel
- Attend company rehearsals
- Invaluable arts administration experience

(Position is unpaid)

Please send e-mail to [company@ponyboxdance.org](mailto:company@ponyboxdance.org) with resume, cover letter, and references.

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Pony Box Dance Theatre  
PO Box 3514  
NY, NY, 10008  
[www.ponyboxdance.org](http://www.ponyboxdance.org)

For more information:  
Jamie  
[jamie@ponyboxdance.org](mailto:jamie@ponyboxdance.org)  
562-256-0198

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Contact

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