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administration



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January 12, 2016

[Gallim Dance Seeks Spring Interns](#)

GALLIM DANCE INTERNSHIPS Gallim Dance internships offer students the unique opportunity to be involved in a dynamic, world-renowned arts organization that has seen double-digit budgetary growth over the past 5 years. The internship focuses on projects and responsibilities that deepen professional skills and introduce interns to the dance world in NYC and internationally. Interns are expected to function...



January 12, 2016

[Arts Admin Internship with Pentacle for Spring 2016](#)

Pentacle's Cultivating Leadership in Dance provides an unparalleled opportunity for interns to receive the benefits of a structured internship program, while working intimately with independent choreographers and dance organizations. Pentacle matches interns with participating companies/artists, working with them to create a program experience that is rewarding and useful to both the company...



January 11, 2016

[Intern for winter to spring season](#)

The Vanessa Long Dance Company is seeking an intern focused towards Development and Administration. Interest in writing for an arts organization is preferred. Primary responsibilities include writing for press, grant applications, sending out newsletters to company followers, Maintaining social media, assistance in fundraising and marketing, assisting with our spring showcase and performing other...



January 8, 2016

[Administrative Assistant](#)

Valentina Kozlova Dance Conservatory of New York and Dance Conservatory Performance Project is currently seeking a full time administrative assistant. We are interested in candidates who are creative, tech and research savvy, self-motivated and curious to learn more about the inner workings of a growing dance school and non-profit organization. This position will help support the dance school as well...

January 4, 2016

[Personal Assistant to the Executive Director of Kate Weare Company](#)

The Executive Director of Kate Weare Company is seeking a creative Personal Assistant to help support personal web design/photography business (www.spatialk.com) and aid in KWCo administration. Perfect position for a dancer and creative thinker interested in finding additional work in the field of dance and arts administration. Attributes/Skills: -You have a natural curiosity, are an autodidactic...



December 20, 2015

[abunDANCE with Keo Marketing and Outreach Intern](#)

abunDANCE with keo (www.keomitarver.com/abundanceclass) is seeking interns for our Winter/Spring season, January 2016- June 2016. Interns will be focusing on social media/marketing, communications and daily operations. Interns will be working mostly from home, performing front desk duties at least twice a week. Front Desk: Mondays 5:45pm-7pm & Wednesdays 6:15pm-7:30pm. Providing...



December 17, 2015

[Administrator, Jessica Lang Dance Center](#)

Jessica Lang Dance Center (JLDC) is the permanent home in Long Island City, Queens for Jessica Lang Dance, a professional dance company under the Artistic Direction of choreographer Jessica Lang. The JLDC engages and enriches the LIC community providing dance classes for children and adults. To learn more about the company please visit www.jessicalangdance.com. JESSICA LANG DANCE CENTER ADMINISTRATOR...

December 15, 2015

[Gallim Dance Seeks Winter/Spring Interns](#)

GALLIM DANCE INTERNSHIPS Gallim Dance internships offer masters students the unique opportunity to be involved in a dynamic,



world-renowned arts organization that has seen double-digit budgetary growth over the past 5 years. The internship focuses on projects and responsibilities that deepen professional skills and introduce interns to the dance world in NYC and internationally. Interns are expected...