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administration



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September 10, 2014

Executive Assistant

Position Title: Executive Assistant Organization: Ballet Hispanico Status: Non-Exempt, Full-Time Reports to: Artistic Director & Executive Director Overview Ballet Hispanico seeks a high-level Executive Assistant to provide administrative and project management support to Ballet Hispanico's...

September 9, 2014

Development Internship Opportunity

Dancewave seeks a Development Intern to assist the Development Associate and Executive Director in the execution of fundraising/grant writing/event planning activities for the organization. This paid internship offers an excellent opportunity to gain real, hands on experience in non-profit development and arts administration. Skills cultivated under the guidance of the Dancewave directors during this...



September 3, 2014

Social Media intern Company Stefanie Batten Bland

Company Stefanie Batten Bland/CSBB is currently seeking a creative individual for a Fall 2014 social media internship. This person will have the unique opportunity to learn about the operations of a non-profit, bi-continental dance/performance art troupe. Working specifically on our fall and winter performances and projects, this individual will work on a social media campaign with the company...

August 27, 2014

Movement Research is hiring a Development Manager

Development Manager Click here to view job description on our website. Applicants must be available to interview September 2-9, 2014. Training will take place September 15-30, 2014. Start date is October 1, 2014. Position Information: Development Manager position is a part-time hourly position for 51 weeks/year, 20 hours/week; with one week paid vacation. Compensation is \$20/hour. Employee...

August 26, 2014

KEIGWIN + COMPANY Internship

KEIGWIN + COMPANY Internship Description KEIGWIN + COMPANY is currently seeking independent and creative undergraduate or graduate students for a Fall 2014 development/administrative internship. Interns will have the unique opportunity to learn about the operations of a non-profit dance company, working closely with a small staff. Intern will help support K+C's staff as the company prepares...

August 20, 2014

Trisha Brown Dance Company Internships

Trisha Brown Dance Company is dedicated to the creation, performance, and preservation of the work of Trisha Brown. For the last 44 years, TBDC has toured throughout the world performing, teaching, and building relationships with audiences and artist alike. The Trisha Brown Dance Company is looking for applicants that are self-motivated, energetic, detail-oriented, and reliable with flexibility...



August 20, 2014

Arts Admin Internship!

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

August 19, 2014

Dancewave Education Intern

Dancewave seeks a Summer 2014/Fall 2015 Education Intern to assist the Director of Education and School Administrator in the management of Dancewave's education programs. This internship offers an excellent opportunity to gain real, hands on experience in a non-profit arts organization. Skills cultivated during this internship will assist aspiring arts administrators interested in pursuing...



