

FOR ARTISTS

Listings

Tuesday, April 27, 2010

Armitage Gone! Dance Internships

Please send resume and cover letter stating your preferred internship to info@armitagegonedance.org Visit www.armitagegonedance.org for more information about the Company.

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Armitage Gone! Dance, an internationally renowned contemporary ballet company under the artistic direction of Karole Armitage, has immediate openings for interns in the following areas:

Special Events & Development Internship:

Intern will gain hands-on experience in preparations for a major gala event, which includes a performance, cocktails and seated dinner, as well as a live and silent auction. Intern will also assist in development of grant proposals and proposal reporting. Duties will include a variety of donor and patron communications, organizing of auction bid sheets, gala venue set-up and décor, donor tracking, gala check-in and seating, gala follow-up, volunteer organizing, grant research, proposal research, and proposal compilation. The intern will work closely with the Company's development staff and executive director. Ideal candidate will be available for 2 days a week for the months of May and June. She/he should have excellent computer and communication skills (both verbal and written) and should be mature, dependable and detail-oriented.

Marketing & Development Internship: Intern will gain hands-on experience in grant preparation and the marketing of a New York City season. The intern will help organize the distribution of marketing materials, recruit volunteers, assist in the placement of performance announcements on social media sites (Facebook, Twitter), aid in the design of email campaigns, and assist in copywriting. The intern will also aid in grant research, writing and reporting. The intern will work closely with the executive director and development staff. Ideal candidate will be available for 2 days a week for the months of May and June. She/he should have excellent writing and computer skills and should be mature, dependable and resourceful. Knowledge of social media and graphic design a plus.

Internship schedules are flexible and may be renewed for July and August. Internships are unpaid; college credit may be arranged.

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