

Wednesday, April 28, 2010

KEIGWIN + COMPANY seeks an administrative/development intern

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KEIGWIN + COMPANY seeks an administrative/development intern for the summer. Interns will have the unique opportunity to learn about the operations of a non-profit dance company, working closely with a small staff. The internship is unpaid. Projects include:

- * researching potential funding sources
- * assisting with grant proposals and reports
- * conducting research associated with K+C's current strategic planning process
- * organizing archives
- * maintaining K+C's database
- * administrative duties

Applicants should be organized, responsible, and detail oriented with good writing and computer skills and an interest in dance and arts administration. Interns must be willing to commit to a minimum of 10-15 hours per week.

Please submit a cover letter, resume, and availability via e-mail to:

Andrea Lodico Welshons

Managing Director

andrea@keigwinandcompany.com

For more information about KEIGWIN + COMPANY, please visit our web site, www.keigwinandcompany.com.

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