

Thursday, August 5, 2010

Administrative Internship

Please submit a cover letter, resume, and availability to: Andrea Lodico Welshons Managing Director, KEIGWIN + COMPANY andrea@keigwinandcompany.com ▶ [Share](#) | [Print](#) | [Download](#)

KEIGWIN + COMPANY seeks an administrative intern for the fall. Interns will have the unique opportunity to learn about the operations of a non-profit performing arts organization, working closely with a small staff in a flexible environment.

Projects include:

- * helping prepare for K+C's upcoming special events, including fall cultivation events and the Opening Night Celebration at The Joyce in March
- * assisting with social media maintenance and outreach
- * researching potential funding sources
- * assisting with grant proposals and reports
- * organizing archives
- * assisting with database maintenance
- * 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.

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