

Thursday, August 19, 2010

## ELSIE MANAGEMENT - ADMINISTRATIVE INTERNSHIP

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Elsie Management is currently interviewing for two (2) interns who can commit 20 hours per week for 12 weeks beginning immediately thru December. We offer a \$500 stipend for the period.

Elsie Management is a management and booking agency that represents a broad spectrum of celebrated touring artists, including internationally based world music and dance groups and the finest of contemporary dance.

We are looking for someone who can work in our office located in Dumbo, Brooklyn with a tiny dog, is a team-player, and has a passion for the performing arts. Due to our production and deadline-oriented schedule, candidates must be organized, personable, and able to work under busy and occasionally hectic conditions. Working knowledge of Microsoft Word, Excel, and Outlook are required. Knowledge of Dreamweaver, Photoshop and QuickBooks skills are a plus.

Duties include: executing promotional letter campaigns, filing visas, attending performances, maintaining office supplies, filing, fulfilling e-mail and telephone promotional material requests, database upkeep, research, running errands, assisting staff with preparation for booking conferences, writing grants, and other miscellaneous duties.

Due to the intimate office setting and fast-paced nature of the business, Elsie interns are offered an opportunity to build excellent professional skills and gain a breadth of knowledge that goes well beyond the work involved.

To learn more about our internship program, please visit us online at [www.elsieman.org](http://www.elsieman.org). Please send a letter of interest and résumé to

Anna Amadei, *Contracts / Office Manager* at [annaa@elsieman.org](mailto:annaa@elsieman.org)

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