

Monday, August 9, 2010

Special Events Internship Available at Dance New Amsterdam

Interested individuals should please send a cover letter and resume to development@dnadance.org. Qualified applicants will be contacted for an interview.

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Dance New Amsterdam (DNA) is looking for a reliable, detail-oriented intern to work with our Marketing and Development Departments on the planning and execution of DNA's annual *FREE Class Day!* and gala celebration occurring on October 9, 2010.

Reporting directly to the Project Manager, the intern's responsibilities will include:

- Working with sponsors and DNA's Board of Directors to obtain and promote raffle prizes
- Gathering supplies and sponsored goods for the event
- Attending and taking minutes for all event planning meetings
- Updating event flow documents and communicating changes to the DNA team as necessary
- Disseminating marketing materials for the event in the neighborhood and partnering venues
- Other tasks assigned by Project Manager

We are looking for the intern to commit to 10 hours per week for the period of two months. Your participation for the entire day of October 9, 2010 is obligatory. In exchange for your time, you will receive 20 free classes at DNA.

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