

Monday, September 6, 2010

:pushing progress administrative intern

maya@pushingprogress.com

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: pushing progress is an innovative contemporary dance performance company and training program focused on combining an anatomically driven physical approach with a disciplined mental approach to training in order to heighten the individual capabilities of the dancer as performer and as artist. :pushing progress is currently expanding its creative/ administrative team and is seeking positive and energetic fall interns who are interested in learning the behind the scenes aspects of running a company in the dance industry.

The internship position is available ASAP for the right candidates. This is a part time internship 10-15 hours per week with a flexible schedule. Duties include marketing and promotional tasks, managing small projects and general administrative tasks, communication with clients and contacts in the dance community, event planning, and fundraising and development.

Candidates should possess:

- working knowledge of Mac computers
- organizational skills
- initiative, resourcefulness and a vested interest in the vision of :pushing progress
- ability to learn quickly
- a positive attitude
- knowledge in web design is a plus but not required

This is an ideal opportunity for recent graduates or current students to learn from the ground up what it takes to conceive and launch an innovative concept in the dance industry. The intern will have the chance to work with premier teachers/choreographers in the contemporary dance sector.

Interested candidates should email cover letter and resume to Jackie at maya@pushingprogress.com. Capable candidates will be contacted for a face-to-face interview.

This is an unpaid internship with potential for future hire and compensation.

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