

Monday, April 4, 2011

Summer Workshop Intern

To apply, submit cover letter, resume, and three references to Sarah Bodley at sbodley@dougvaroneanddancers.org ► [Share](#) | [Print](#) | [Download](#) with "Summer Workshop Intern" in the subject line.

Doug Varone and Dancers seeks a highly motivated individual for a full time internship for the Summer Workshop, from May 16-June 25, 2011.

Pre-workshop activities (May 16-June 4)

- Assist with registration of students using excel spread sheet.
- Assist in room assignments. Communicate roommate assignments to workshop participants.
- Work with Workshop Coordinator on preparation of class lists and other vital workshop information.
- Compile workshop notebooks with key information for key workshop and office staff.
- Assist with packing materials for registration day.
- Drive with Workshop Coordinator and Program Director from NYC to Brockport on June 4 or 5.

During workshop (June 5-25)

- Assist with communications between Company, Department of Dance, Work-Study students, NYC office, Program Director and Workshop Coordinator. (creating signage, messages, postings; followup on details of residency outreach as needed; convey housing/facilities issues to proper authorities; oversee work-study students as needed by delegating tasks, keeping track of participation of student interns and work-study students)
- Assist with coordination of evening events and activities
- help with preparation, distribution and collection of workshop surveys and student contact sheets
- help with coordination of transportation for students and company, including driving a shuttle van and/or creating/organizing carpool sign-ups for various trips.
- assist the company with errands as needed, including hospitality needs for backstage at performances

Marketing (throughout)

- prepare calendar of events for workshop
- assist with Press Release mailings as needed
- assist with distribution of marketing materials for the college (bulk mailings, targeted mailings)
- work on email blasts as needed
- organize the distribution of postcards to ideal locations in and around Brockport
- facilitate communication with the Continuing Education group as part of outreach.
- work with Brockport staff to send e-blasts to college faculty and staff

Other information:

- There is no compensation for this position
- per diem, housing and transportation will be provided during the workshop (June 5-25)
- valid drivers license required, must be comfortable driving
- you will be able to take 1-2 classes daily during the workshop
- May 16-June 4 you will work 15-20 hours per week (between 11a-6p Mon-Thurs; flexible schedule)
- June 5-25 you will be "on-call" at least 8 hours per day, as needed.

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