

Wednesday, June 22, 2011

360° Dance Company Administrative Intern

Please email resume and cover letter to hana.ginsburg@gmail.com

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360° Dance Company, a New York based modern company seeks an enthusiastic, committed administrative intern as the company continues to expand its scope and infrastructure. This internship will provide an excellent opportunity to expand dance world contacts and gain arts administration skills. 360°, now in its fifth year as a full-fledged company, is at an exciting point in its growth. The intern will be involved in company functioning at all levels, and will have the opportunity to interface with some of the world's top performing artists and choreographers. 360 is produced by Full Circle Productions, 501(c)3 not-for-profit. The company is comprised of former principals from the Martha Graham Dance Company and other professional artists. Our mission is to present modern dance masterpieces juxtaposed with cutting edge contemporary commissions in order to simultaneously preserve and develop the modern dance lineage.

Intern duties will include:

Grant research, scheduling, studio bookings and festival research and applications. Interns will also have the opportunity to assist with the creative side of fundraising, including planning and executing benefit events, showings, parties and other community and audience-building activities.

Qualifications:

College or graduate degree preferred, as well as a strong interest in the professional dance world, both artistically and administratively. Good writing and research skills a must. 360 provides an excellent, collegial and open-minded work environment. Administrative staff members are encouraged to develop ideas and projects on their own. Motivation is key. Some knowledge of the New York City dance scene a plus. Laptop a plus but not required.

Hours are flexible, with the possibility to work from home most of the time. There will be a weekly meeting with the General Manager, Artistic Director and/or Development Director to discuss projects and other company matters. This is initially an unpaid position, with the potential for professional advancement and compensation in the future.

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