

Wednesday, August 24, 2011

Internships at Dova, Inc.

To apply, submit your cover letter, resume and a writing sample (1-2 pages) via email to info@dougvaroneanddancers.org with "Internship Application" in the subject line.

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Doug Varone and Dancers is seeking interns for immediate hire.

Areas of focus:

- I. Finance
 - a) focus on documentation and processing of revenues
 - b) work with General Manager to evaluate and revise budgetary assumptions
 - c) financial management and budget tracking
 - d) preparation of financial reporting

- II. Marketing
 - a) creation and dissemination of electronic communications through website, Facebook page, and other online media
 - b) play a substantial role in the marketing activities surrounding our NY season performances and/or gala events
 - c) work with General Manager and Graphic Designer to ensure timely creation and submission of ads; manage logistics of marketing traffic
 - d) this is not a graphic design internship

- III. Fundraising
 - a) Grants
 - i. Work with Executive Director on preparation of grant requests
 - ii. Grant writing will be involved
 - iii. Research new grant opportunities
 - iv. Solicitation and thank-you letters for individual donors
 - b) Special Events
 - i. Help to organize and execute special events including sourcing of vendors and supplies
 - ii. Assist with organization of volunteers as needed
 - iii. Setup online ticketing, track guests, etc. as needed
 - iv. Post-event reporting and evaluation

Doug Varone and Dancers is seeking to fill two internship positions focusing on all areas outlined above. Interns may be utilized to primarily focus on one particular task or department, however should be willing and ready to take on assignments across the board as needed.

Ideal candidates will be graduate or undergraduate students interested in Arts Administration, comfortable taking initiative on individual projects, working independently, but also able to take direction well and work as part of a team. Proficiency in MS Word and Excel required. Familiarity with Giftworks and/or Quickbooks a plus.

We are seeking interns for immediate hire, preferably available from September through December or later. Applicants with Springtime availability may apply.

Internships are unpaid.

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