

Friday, November 11, 2011

Administrative Internship

Please submit a cover letter, resume, and availability to: Andrea Lodico Welshons Managing Director
andrea@keigwinandcompany.com For more information about KEIGWIN + COMPANY, please visit our web site, www.keigwinandcompany.com.

► [Share](#) | [Print](#) | [Download](#)

```
<style type="text/css">@font-face { font-family: "Courier New"; }@font-face { font-family: "Wingdings"; }@font-face { font-family: "Cambria"; }p.MsoNormal, li.MsoNormal, div.MsoNormal { margin: 0in 0in 10pt; font-size: 12pt; font-family: "Times New Roman"; }p.MsoListParagraph, li.MsoListParagraph, div.MsoListParagraph { margin: 0in 0in 10pt 0.5in; font-size: 12pt; font-family: "Times New Roman"; }p.MsoListParagraphCxSpFirst, li.MsoListParagraphCxSpFirst, div.MsoListParagraphCxSpFirst { margin: 0in 0in 0.0001pt 0.5in; font-size: 12pt; font-family: "Times New Roman"; }p.MsoListParagraphCxSpMiddle, li.MsoListParagraphCxSpMiddle, div.MsoListParagraphCxSpMiddle { margin: 0in 0in 0.0001pt 0.5in; font-size: 12pt; font-family: "Times New Roman"; }p.MsoListParagraphCxSpLast, li.MsoListParagraphCxSpLast, div.MsoListParagraphCxSpLast { margin: 0in 0in 10pt 0.5in; font-size: 12pt; font-family: "Times New Roman"; }div.Section1 { page: Section1; }ol { margin-bottom: 0in; }ul { margin-bottom: 0in; }</style>
```

KEIGWIN + COMPANY is currently seeking independent and creative undergraduate or graduate students for a winter/spring 2012 administrative internship. Interns will have the unique opportunity to learn about the operations of a non-profit dance company, working closely with a small staff.

Projects include:

- helping prepare for K+C's special events, including activities around the company's engagement at the Kennedy Center in March 2012 and K+C's Opening Night Celebration at The Joyce Theater in June 2012
- helping with administration of K+C's first summer intensive program in May 2012
- researching potential funding sources
- assisting with grant proposals and reports
- entering and updating donor information and gifts into database, also assisting with mailings
- performing general administrative duties

Applicants should be energetic and eager to learn with good writing and computer skills and an interest in dance and arts administration. Intern projects will vary depending on the intern's area of interest. However, all interns will be exposed the daily functions of running a dance company through assisting staff on marketing and fundraising efforts, data upkeep and management.

All internships are unpaid but can be taken for academic credit. Interns must be willing to commit to a minimum of 15 hours per week.

Please submit a cover letter, resume, and availability to: Andrea
Lodico Welshons Managing Director
andrea@keigwinandcompany.com For more information about
KEIGWIN + COMPANY, please visit our web site,
www.keigwinandcompany.com.

[< back](#)

[previous listing](#) • [next listing](#)