

Monday, December 12, 2011

IMG Artists Dance Division Intern

Abby Kahn IMG Artists Carnegie Hall Tower 152 West 57th Street, 5th Floor New York, NY 10019
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Dance Intern Position Available

IMG Artists
Dance Division

IMG Artists is seeking a highly motivated intern to work closely with the Dance Division of IMG Artists.

IMG Artists represents many of the world's leading dance companies including Pilobolus, Bill T. Jones/Arnie Zane Dance Company, The Bolshoi Ballet and Nederlands Dans Theater. Please visit our website at www.imgartists.com for a complete listing of IMG Artists' clients.

Responsibilities and projects may include:

- Update booking software program, PerfoMania, by inputting dance repertory, venue capacity, and additional data.
- Maintain up-to-date publicity materials for 16 dance companies including artist biographies, reviews, videos and press kits.
- Coordinate details regarding performance dates, programs, schedules and servicing needs.
- Assist in issuing, reviewing, and finalizing performance contracts.
- Research and analyze ticket sales data.
- Assist with various administrative responsibilities as needed.

Desired Qualities

- Strong writing and oral communication skills
- Necessary computer skills: experience with Microsoft Office Suite, experience with internet research, experience with Adobe Photoshop and Artifax Agent a plus, but not required
- Interest in and knowledge of the performing arts
- Detail oriented
- Ability to handle multiple deadlines and priorities
- 20-30 hour per week commitment is desired; however schedule can be flexible
- Must be a current student

Benefits

IMG offers college credit towards a graduate or undergraduate degree. Dance interns will gain a complete overview of an artist management agency as well as direct experience and contacts within the field of artist management. Interns will have the opportunity to interact with the dance companies, as well as attend performances in and around New York.

If you are interested in this position please forward a cover letter and resume to:

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