Friday, December 9, 2011

Seeking Administrative Intern

Suzanne Konowitz, Executive Director buglisi@buglisidance.org

Buglisi Dance Theatre: a premier modern dance company, located in the heart of Times Square, is seeking an administrative intern to assist in the administrative operations of the company. Duties include general office admin, database updates, scheduling of company rehearsals, assistance in fundraising events and online marketing. Candidates must be extremely organized and possess excellent verbal, written and PC skills. Knowledge of Publisher and Dreamweaver as well as experience with Website, YouTube, and Facebook a plus. A love of the arts, experience in arts management or not-for-profit organization required. Compensation: negotiable/stipend

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