

Thursday, January 12, 2012

## Intern Needed - Correspondence for Ballet Composer

PianoQeys@aol.com

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

I am presently contacting a long list of dance companies and choreographers about considering a modern ballet I wrote for performance. From the many performances this ballet will see over the next couple years, a documentary film will be made celebrating the diversity of artistic visionaries interpreting a single concept. It's a wonderful piece based on a wonderful concept advocating for and anticipating a new age of peace and awareness in the world.

I need an assistant to basically handle correspondence for a few weeks for me and to do your own research on companies I have not contacted yet around the world and reach out to them. I'll set up an e-mail specifically for you and this project and you can do it at home or wherever you want. I also have four or five stock messages for certain kinds of companies you can use and paste as the core of each e-mail you send or return. Each will have to be slightly personalized for each message. And some of these companies don't have direct e-mails to their artistic directors, so in some cases you'll have to call on my behalf.

You'd be reimbursed for all expenses and paid \$50 at the end of whatever the exact period of time we agree upon. If it becomes more of a long-term engagement, we'll discuss more pay or a salary. If you need an internship form filled out for your school, that's fine. If you'd rather have the credit of a personal assistant, you're welcome to use that title under my name if you need a reference in the future.

It's very important that you're very good at communicating in a personal and professional way via e-mail. You need to always have a professional air to your language but also have a personal quality that you'll see when you read the messages (templates) I've already created. It's also EXTREMELY important that the professional quality transcends in your attention to detail in everything from the words that are chosen to your correct punctuation.

It's also a plus if you are personable on the phone and can answer specific questions if they're asked. There won't be many and you'll always have the answers accessible, but it's important you can handle that.

That about covers it. If you're interested, please contact me at the e-mail provided. You're welcome to send a headshot and resum if you'd like, but it's not necessary. I'd much rather just get an e-mail from you explaining why you think you should have this internship. Tell me a bit about yourself. And if you CHOOSE to include a resum and/or headshot WITH that e-mail, then that is also fine (and maybe ideal).

Hope to hear from you soon. And I guarantee I'll be a much cooler boss than this description makes me sound.

PianoQeys@aol.com

[< back](#)

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