

Tuesday, February 21, 2012

nathantrice/RITUALS Strange Love Project Internships

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nathantrice/RITUALS project-by-project dance theatre is looking for a few reliable interns to work as a team in assisting its Project Managers and Artistic Director with a range of responsibilities and duties for its upcoming season. The project, Strange Love: EPISODES is a monthly installation performance series that begins April 2012 and culminates Feb 2013.

Internships start immediately and continue through September. Interns will receive a small stipend. Capacities for internship include:

- Stage Production
- Arts Administration
- Grant Writing
- Event Planning
- Development

RESPONSIBILITIES (vary with individual internship):

- Record and summarize minutes at weekly committee meetings
- Maintain website activity
- Develop and maintain project blog
- Liaise with vendors and venues for special events
- Assist at monthly performances
- Grant writing and fundraising
- Assist senior staff
- Implement audience development plan

QUALIFICATIONS:

- Computer literacy in Microsoft Office Suite (Word, Excel), WordPress, Google Docs, Adobe Acrobat a plus (please specify on resume)
- Ability to work with different personality types, multiple organizations, and under deadlines is essential.
- Enthusiastic, creative and a self-starter
- Professional writing and correspondence experience
- Experience and/or training in the given internship capacities

To Apply:

Please send resume and cover letter to Suzanne Lampl at

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