Monday, April 2, 2012

Gibney Dance Center - Operations Internship

Applicants should email a resume and brief statement of interest to: michele@gibneydance.org. Please include aOperations Intern Applicanta in the subject heading.

POSITION SUMMARY

Gibney Dance is a multi-faceted organization comprised of an acclaimed Dance Company, thriving Community Action programs, and the newly expanded Gibney Dance Center. The Operations Intern will work closely with Operations Manager Michele Wilson, Operations Assistant Allie Pfeffer and other staff to assist in the daily operations of Gibney Dance Center and its many ongoing programs. This position requires excellent customer service skills and the ability to troubleshoot quickly under pressure.

RESPONSIBILITIES

The Operations Intern will:

- Assist in the daily management and operations of a fast-paced dance center

- Assist in the coordination and execution of GDC events and signature programs including Sorry I Missed Your Show, Guess Who's In The Green Room, One-Shot, boo-koo and DiP Residencies, Center Line, and Show/Share

- Maintain GDC's high standards of cleanliness and order in the studios and common areas

- Maintain studio inventory supplies

- Be well versed in GDC rental policies and able to communicate these clearly and articulately

REQUIREMENTS

Recent college graduate or currently pursuing a Bachelor's degree

Ability to lift 50 pounds and be comfortable on a ladder

Relentless attention to detail

Ability to concurrently work on multiple projects while being interrupted to assist renters

Excellent interpersonal skills

A passion for administrative innovation

A deep appreciation for the art of dance and the creative process

The ability to work independently and as part of a team

The Operations Intern is a flexible 16-20 hour per week position. There is no compensation for this internship, however it does provide access to free GDC classes and free Early Bird (8-10am) rehearsal space for the duration of the internship and will provide valuable credential and hands-on experience with non-profit administration.

ABOUT GIBNEY DANCE

Gibney Dance is a pioneering dance company that blends artistic excellence and community action. Gibney Dance has established a stunning company of dancers, highly regarded community action programs and a thriving creative center at 890 Broadway. Our vision is to be a trailblazing force in the community, tapping into the vast potential of movement, creativity and performance to effect social change and personal transformation. Gibney Dance's vision is expressed through three fields of action:

Company

As an artistic leader — Gibney Dance creates and performs compelling, humanistic contemporary dance works.

Center

At the newly expanded Gibney Dance Center — Gibney Dance is "making space for the future of dance." With a gorgeous new 7-studio facility and groundbreaking programming, Gibney Dance Center supports creativity, fosters engagement and encourages artistic exchange.

Community

Through our community action projects — Gibney Dance brings the possibility of movement and self expression where it would otherwise not exist.

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