

Monday, July 16, 2012

Administrative Internships

collectiveDWNM@gmail.com

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Intern Positions Available
for Collective for Dance Writing and New Media

Intern for the new advocacy organization, Collective for Dance Writing and New Media (<http://collectivedwnm.com>).

We're looking for 2-4 smart, creative, community-minded interns to help us build this dynamic initiative in the dance and dance-writer communities. (See our Vision and Mission Statements at <http://collectivedwnm.com/about/>).

ADMINISTRATIVE PROJECTS

Interns will work in support of a variety of essential projects in the following areas:

Communications: publicity, website management, e-newsletter editing and production, social media management, blog editing, podcast hosting/production, speakers bureau management

Events: planning, coordination, facilitation and support

Finance: financial administration and development

Membership Services: outreach/recruitment, benefits, members-only trainings and other members-only events

We'll be happy to arrange a weekly schedule and selection of tasks (plus assistance at occasional events) that will be comfortable and useful for you. You need not have a background in journalism or dance writing to qualify for this internship, but this opportunity will be ideal for candidates with interest in dance or other arts.

TIME COMMITMENT AND BENEFITS

In exchange for a six-month commitment, starting this August, you will receive a one-year membership in CollectiveDWNM entitling you to free admission to all of our events and workshops, including members-only events and trainings; an option to include links to your writing on dance and performance in our website blog, our social media feeds and newsletter; our members-only bi-weekly newsletter.

APPLICATION PROCESS AND REQUIREMENTS

Deadline: Your application must be received by Friday, July 27, 6pm.

To apply for a CollectiveDWNM internship, please send an email to:

Eva Yaa Asantewaa at collectiveDWNM@gmail.com with SUBJECT: Internship Application.

In the body of the email, please include your:

- a Name
- a Street address
- a Phone number(s)
- a Email address
- a Areas of competence and/or interest (including any tech/new media skills)
- a Days/hours available
- a Optional: links to samples of your writing online, if available

Please attach a pdf of your resume or include a detailed bio in the body of your email.

If you have any questions, please write to us at collectiveDWNM@gmail.com.

Thanks very much for your interest. We look forward to hearing from you!

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