

Tuesday, July 24, 2012

Internship Opportunity with Premier Contemporary Dance Company

Suzanne Konowitz, Executive Director buglisi@buglisdance.org

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Buglisi Dance Theatre, a contemporary dance company located in the heart of Times Square, in the New 42 Street Studios, is seeking a part-time administrative intern to assist in day-to-day operations. BDT is preparing for its 20th Anniversary Season at The Joyce Theater. Intern works with the Executive Director and the Artistic Director. Duties include general office administration, database maintenance, scheduling, and assistance in fundraising and marketing. Candidates must be extremely organized and self-motivated, and possess excellent verbal, written and interpersonal communication skills. Strong PC and Internet literacy required. Knowledge of Filemaker, Publisher, Dreamweaver, YouTube, Facebook and Twitter a plus. Interest/experience in arts management or not-for-profit organization required. Position to begin July 2012. Compensation: stipend; course credit available. Please email resume and cover letter to buglisi@buglisdance.org.

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