

Wednesday, July 25, 2012

RIOULT Dance Company - Arts Admin Internships!

Please send resume to Jenny Thompson at jenny@rioult.org

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This is a great opportunity to see the inner workings of a nonprofit arts organization. Intern responsibilities will vary depending on the skills and abilities of the individual and the needs of the organization. Interns may be asked to assist in event planning, project management, grant report compilation and packaging, and general office tasks. They will have the opportunity to participate in weekly staff meetings and will be exposed to all facets of the organization. We are looking for someone who can work from 10 - 20 hours a week.

Experience:

- Familiarity with Microsoft Office & Excel
- Interest in arts administration and the dance field
- Outgoing personality and ability to learn quickly and work in a collaborative environment

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