

Thursday, September 13, 2012

## Internship

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Send resume and cover letter to [info@dougvaroneanddancers.org](mailto:info@dougvaroneanddancers.org) with "internship application" in the subject line.   ► [Share](#) | [Print](#) | [Download](#)

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### Internship Opportunity with Doug Varone and Dancers

Description: Positions are available year round. Internships can be semester-long, a month-long intensive during mid-winter break, or various lengths in summer. Up to 20 hours per week preferred, but of course we will work with individual study and work needs. Positions include work in one or more of the following areas:

Fundraising: donor research, special events coordinating, drafting of final reports for grants and aiding in grant proposal preparation.

Marketing: graphic arts, brochure development, mailings, advertisements and website updates.

Operations: assist in the administration and management responsibilities of office operations.

Eligibility: Undergraduate or Graduate students, or recent graduates, who are able to take direction as well as work independently. Applicant must be able to get along with co-workers in a physically small work environment, possess good verbal skills, show strong writing ability, competent keyboard skills, and an aptitude for research. We use PC-based office software.

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