

Friday, October 26, 2012

## EDUCATION INTERN

Dancewave [jobs@dancewave.org](mailto:jobs@dancewave.org)

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Position: Education Intern

Start Date: January 2013

Compensation: Monthly Stipend

Dancewave seeks an Education Intern to assist the Executive Director in the management of Dancewave's arts and education program based in New York City public schools called *D-Wave in Motion*. This paid internship offers an excellent opportunity to gain real, hands on experience in creating, managing and evaluating dance residencies in the public schools. This position presents the perfect opportunity for an intern looking to learn how to communicate with and develop programs in partnership with the public school system. Skills cultivated under the guidance of the Dancewave director during this internship will assist aspiring arts administrators interested in pursuing a career in arts or dance education.

Responsibilities include assisting Executive Director with the following:

Communicate and articulate partnership agreements with public school administrators

Coordinate schedules and arrange teaching artist/school planning meetings

Set up Excel documents to track and document residency schedules

Help oversee and observe teaching sessions

Attend and document final showings and performances in the schools

Help develop evaluative rubrics; collect and document feedback from teachers, teaching artists, students and school administrators

Requirements:

Bachelor's Degree

Superb written and verbal communication skills

Highly detail oriented

Positive and professional demeanor, flexible, can-do attitude

Interest in Dancewave's mission and commitment to serving youth

Proficient in Microsoft Office Suite (Word, Excel, Power Point)

Prior experience in public schools and/or prior dance teaching experience preferred

6 month commitment with minimum of 10-15 hours per week. Additional hours may be required. Monthly stipend available.

To Apply:

Please email resume, cover letter, and two-page writing sample to [jobs@dancewave.org](mailto:jobs@dancewave.org), with subject title "Education Internship".

About Dancewave

Dancewave transforms the lives of New York City youth through unique exposure to world-class, pre-professional performing arts training. Dancewave's programs include: DANCE TRAINING (The School at Dancewave, Summer Dance Intensive); ARTS IN EDUCATION (D-Wave in Motion, Public School Master Class Tour), PRE-PROFESSIONAL COMPANIES (Dancewave Company (DC), DC II, DC III, Young Movers Ensemble) and COMMUNITY PERFORMANCE (Kids Cafe Festival, Spring Celebration.) For more information, please visit [www.dancewave.org](http://www.dancewave.org).

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