

Monday, November 19, 2012

Jodi Kaplan & Associates / BookingDance Internship Positions

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For more than a decade, Jodi Kaplan & Associates / BookingDance has booked tours for dozens of dance companies throughout the USA, South America, Asia and Europe. Jodi Kaplan & Associates consults for performing arts companies of all disciplines and leads a series of booking and touring workshops specially designed for artists ready to move to the next level. For more information on the agency or the artists we represent, please visit us on the web at www.bookingdance.com.

Responsibilities: Interns assist staff with preparation for USA regional conferences and attend the annual Arts Presenters' Conference held in January. Due to the intensity of the business, the internship position can build excellent professional skills/contacts and a breadth of knowledge that goes well beyond the work involved.

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

We are currently filling December through February internship positions to be a part of APAP Conferences. This internship is for three months, 10 hours per week. During the APAP Conferences, January 10-15, 2013, additional hours are required. This internship is non-paid.

If you are interested in long term employment with Jodi Kaplan & Associates / BookingDance please consider this internship. JK&A often hires from within following completion and assessment of this position.

To Apply: Email resume and cover letter to jka@bookingdance.com.

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