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Administrative Internship

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KEIGWIN + COMPANY is currently seeking independent and creative undergraduate or graduate students for a spring 2013 development/administrative internship. Interns will have the unique opportunity to learn about the operations of a non-profit dance company, working closely with a small staff.

Interns will help support K+C's staff as the company launches its 10th Anniversary season. Responsibilities include grant research; assistance on special events, database input and management; gift acknowledgement and tracking; and general office support. Candidate must possess strong communication, writing, and computer skills and must be detail-oriented and very organized. Applicants should have an interest in arts administration. Intern projects will vary depending on the intern's area of interest. However, all interns will be exposed the daily functions of running a dance company through assisting staff on fundraising and marketing efforts.

All internships are unpaid but can be taken for academic credit. Interns must be willing to commit to a minimum of 15 hours per week.

Please submit a cover letter, resume, and availability to:

Andrea Lodico Welshons
Executive Director
andrea@keigwinandcompany.com

For more information about KEIGWIN + COMPANY, please visit our web site, www.keigwinandcompany.com.

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