

Friday, February 1, 2013

Arts Administration Internship with RIOULT Dance New York

To apply, please submit your resume to Jenna Purcell at: jenna@rioult.org

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RIOULT Internships Spring 2013 - Arts Administration

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 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 between April 1st-June 9th. This is currently an unpaid internship, though school credit is available.

Experience:

- Familiarity with [Microsoft Office](#) & Excel.
- Interest in arts administration and the dance field
- Outgoing personality and ability to learn quickly and work collaboratively

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