

Wednesday, March 6, 2013

Parsons Dance Seeks Interns

info@parsonsdance.org

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PARSONS DANCE is seeking student professionals for a Winter/Spring semester Development & Marketing/Arts Administration internship. Interns gain experience in how an internationally renowned non-profit dance company runs by assisting with the day-to-day management of the Company.

About the company:

PARSONS DANCE is committed to building new audiences for contemporary dance by creating American works of extraordinary artistry that are engaging and uplifting to audiences throughout the world. The company tours nationally and internationally, including annual seasons in New York, Brazil and Italy.

In addition to choreography and performance, Parsons Dance positively impacts children, students, audience members and communities through student performances, lecture-demonstrations, master classes, post-show discussions and more. Artistic Director David Parsons personally conducts video performance workshops that utilize movement techniques to help build self-esteem and inspire creativity in at-risk children.

About the internship:

This internship is primarily designed to assist the Director of Development and Marketing and the Office Manager. Interns will gain hands on experience with all aspects of event management leading up to the annual gala. Interns will also research grant opportunities, use social media platforms for marketing purposes, maintain donor files, and assist in planning the 2013 Summer Intensive program and aid in day-to-day company operations.

This internship will provide an overview and insight into the operations of a non-profit arts organization and is ideal for individuals wishing to pursue a career in arts administration, where they can hone their skills.

Qualifications: Candidates should demonstrate ability to multitask and work well in a busy office environment, meet deadlines, be extremely detail oriented, follow through with tasks from beginning to end, and have excellent written and oral communication skills. Prior experience with event management and arts administration a plus, but not required.

Commitment: Interns must commit to 10-25 hours per week. This is an unpaid internship with the option to earn college credit. Interns MUST be available April 3rd and 4th for our annual gala. Internship to start immediately.

How to Apply:

Interested candidates should send their resume and cover letter outlining internship interests, career goals, and availability to Erica Marnell, Office Manager. Email: info@parsonsdance.org

Please include Internship Application in the subject line.

Application Deadlines:

Winter/Spring internship – submit materials by March 11th.

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