

Wednesday, April 17, 2013

Dancewave- Education Internship

jobs@dancewave.org

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Dancewave seeks a Fall 2013 Education Intern to assist the Director of Education in the management of Dancewave's education programs. This internship offers an excellent opportunity to gain real, hands on experience in a non-profit arts organization. Skills cultivated under the guidance of the Director of Education during this internship will assist aspiring arts administrators interested in pursuing a career in arts administration or dance education.

Responsibilities:

- Respond to e-mail and telephone inquiries regarding classes and space rentals at Dancewave
- Process registration and payments in Dancewave's online databases (Mindbody/Salesforce)
- Create Excel documents to track and record student information
- Assist with Dancewave's special events and summer programs
- Observe and assist teaching artists during classes

Requirements:

- 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)

Commitment:

Start Date: September 16, 2013 – December 19, 2013
3-4 month commitment with 20 hours per week preferred.

Schedule flexibility available

Compensation: Monthly stipend available.

To Apply: Please email resume, cover letter, and two-page writing sample to jobs@dancewave.org, with subject title "Education Intern".

Application Deadline: September 10, 2013

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.

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