

Friday, August 16, 2013

Intern for Jody Oberfelder Dance Projects

For more information and to apply, contact Mercedes Searer at Mercedes@jodyoberfelder.com Submit a short description of yourself with a resume.

► [Share](#) | [Print](#) | [Download](#)

JODY OBERFELDER DANCE PROJECTS SEEKS an administrative and development intern for their upcoming fall/winter season. A JODP Intern will help support and facilitate the company's administrative and development needs as they transition into a three month run of their latest production, *4Chambers*.

As a JODP intern you will work closely with Artistic Director and Choreographer, Jody Oberfelder and Company Manager, Mercedes Searer with tasks including but not limited to: donor outreach, researching grants and guidelines, drafting thank you notes and event invitations, proofreading PR, maintaining the website and other duties as needed.

We are seeking a sharp individual who is detail-oriented and who works creatively and collaboratively. Experience in arts administration is a plus.

The position requires 6-8 hours a week for three months, followed by evaluation and opportunity to move into a paid position.

Skills/Requirements:

Proficiency in Microsoft Office programs, ability to work independently on projects in a timely manner, experience in maintaining databases and content management systems.

Applicant must have their own computer, preferably a laptop and a B.A. in Arts Management, Performing Arts, or a related field required.

For more information and to apply, contact Mercedes Searer at Mercedes@jodyoberfelder.com Submit a short description of yourself with a resume.

[< back](#)

[previous listing](#) • [next listing](#)