

Tuesday, August 13, 2013

## Outreach Internship with Dance Films Association

Email your resume and cover letter to [brighid@dancefilms.org](mailto:brighid@dancefilms.org) with the subject line "Outreach Intern"

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**Position Summary** The Outreach Intern will work closely with DFA Staff to implement DFA's branding and marketing campaign, develop targeted outreach, and maintain communications with various stakeholders. Duties include disseminating DFA's marketing package to appropriate organizations and businesses, managing advertising sales both on our website and in the Dance on Camera Festival program, and researching likely partner or programmatic organizations. Additionally, the Outreach Intern will help organize DFA's annual gala benefit event by maintaining invitation lists and ticket sales. Other duties include maximizing the use of outside social media platforms such as Vimeo, Facebook, and Twitter and developing a communications schedule. Moving to a new office space on October 1, the Outreach Intern will also help research furniture donation programs and coordinate furniture pick-ups and delivery.

**Time Commitment:** Week of August 26, 2013 through the end of December

### Requirements and Responsibilities

Excellent communication skills to speak with potential donors, sponsors, and advertisers

Proficiency in Wordpress and simple coding skills are not required, but very useful

Knowledge of the dance field and film industry for future partners

Manual labor to assist with move

Attend and assist 2 events through December 2013

Work in the DFA office one day per week

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