

Friday, September 6, 2013

## PR and Social Media Internship at Dancewave

jobs@dancewave.org

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Dancewave seeks a Public Relations and Social Media Intern to assist the Associate Director of Marketing and the Executive Assistant in the execution of press and social media activities for the organization. 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 Dancewave directors during this internship will assist students or recent graduates interested in Communications, Public Relations and Marketing

### Responsibilities:

- Assist with press kit creation
- Assist with organization and archiving of press files
- Assist in editing of documents prior to publication/distribution
- Monitor social media (Twitter/Facebook/Instagram)
- Conduct research to encourage social media partnerships

### 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)
- Graphic design skills a plus

### Commitment:

Start Date: (ASAP)

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