

Friday, September 20, 2013

RIOULT Dance NY - Administrative Intern

info@rioult.org rioult.org Compensation: o

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RIOULT Dance NY is searching for two creative, conscientious and proactive interns for the 2016-2017 academic year. Committed to providing a holistic understanding of non-profit arts management, RIOULT offers hands-on experience in Development and Education. Additionally, interns may participate in company class (if dancing at an advanced level) and attend company performances and events.

Hours: 10-12 hours a week; flexible scheduling but two full days during the regular business week hours are preferable. Days and times can fluctuate especially when helping with events or performance that happen in evenings or on weekends.

Development: The Development Intern will participate in fundraising functions specific to Institutional Giving and Special Events. Through this internship, the Development intern will gain experience in and familiarity with the day-to-day operations of a premier non-profit performing arts organization.

Responsibilities:

Assist Manager of Institutional Giving with general administrative tasks.

Maintain and update the fundraising database.

Coordinate personalized correspondence with donor base.

Assist with cultivation events.

Other miscellaneous office tasks.

Experience/Skills:

Proficiency in Microsoft Office. Experience with Microsoft Outlook and database systems (Salesforce in particular) preferred but not required.

Excellent verbal, written, and organizational skills.

Excellent communication and interpersonal skills.

Reliable and self-motivated.

Attention to detail.

Education: The Education Intern will assist with the administration of in-school workshops and residencies, as well as Education events including Lecture Demonstrations and professional development. Through this internship, the Education intern will gain insight into administering arts education programs in New York City schools and local communities.

Responsibilities:

Provide organizational and office support for the DanceREACH arts education program and RIOULT Youth Programs.

Help with in-school culminating performances and Lecture Demonstrations.

Assist in the development of study guides, evaluation forms for teachers and RIOULT teaching artists, and analyze program evaluations.

Create and distribute promotional materials for education programs.

Other miscellaneous office tasks.

Experience/Skills:

Familiarity with Microsoft Outlook, Microsoft Office, and PowerPoint.

Knowledge of Google Calendar.

Excellent verbal, written and organizational skills.

Excellent communication and interpersonal skills.

Reliable, self-motivated, creative.

Enjoys working and being around children.

Please email resume to Jenna Purcell at jenna@rioult.org. This is currently an unpaid internship. School credit is available.

info@rioult.org rioult.org

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