

Friday, October 18, 2013

## Center Internship --Gibney Dance Center

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GIBNEY DANCE CENTER INTERNSHIP

### POSITION SUMMARY

Gibney Dance Center is looking for a highly motivated and productive individual who has: outstanding customer service skills, attention to detail, excellent verbal and written communication skills, facility with client interface systems, and a sense of humor.

This internship is an engaging "hands-on" technical and creative opportunity that requires a 3-month commitment of 20 hours per week. The position provides a monthly stipend, as well as access to free dance classes and rehearsal space (see below).

Working directly with the Gibney Dance Center staff and consultants, the intern will have the opportunity to work with the latest accounting and client interface software, and have the opportunity to participate in the continuous development of Gibney Dance programming. This internship is a tremendous opportunity to gain direct experience in the day-to-day operations of a fast growing arts organization.

Qualified applicants should email a resume and cover letter to: [jobs@gibneydance.org](mailto:jobs@gibneydance.org). Please include "Center Internship" in the subject line.

### RESPONSIBILITIES

- Take space rentals and answer booking inquiries
- Perform setup and breakdown for GDC and external events
- Invoice customers and take payment with diligence
- Attend to renter needs as and when they arise
- Run errands for all departments at Gibney Dance
- Work with facilities maintenance contractors

### REQUIREMENTS

- Proficiency in Microsoft Word, Excel and PowerPoint, a must
- Familiarity with Mindbody, Quickbooks, and Patron Mail, a plus
- Ability to multi-task and work under pressure is critical
- High level of diligence and organization required

### PARTICIPANTS IN THE PROGRAM RECEIVE:

- Monthly honorarium
- Free use of studio space, for both dance and non-dance activities, subject to approval, and based on conditions
- free classes based on conditions

Any questions? Email [jobs@gibneydance.org](mailto:jobs@gibneydance.org) or call 212 677 8560

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