

Tuesday, November 19, 2013

Community Programs & General Management Intern

Apply at <http://dancetheyard.org/HowToApply.php> Contact Holly Jones at hollyjones@dancetheyard.org for any questions

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Title: Community Programs & General Management Intern

Status: Seasonal

Reports to: Director of Island Programs & Education/Co-Producer, Associate Director of Development/Artist Services Coordinator and Senior Staff

Works with: Festival Performers, Community Programmers/Organizations and Institutions, contractors, office staff, and fellow Interns

Dates: May 19, 2014-September 20, 2014

Focused Responsibilities: Head of Intern Choreography Projects, Aiding in Education Programs, Project Coordination for Community Based Activities, General Management

The Community Programs & General Management Intern assists the Director of Island Programs & Education with intern choreography projects, coordination of community activities with surrounding organizations on the Vineyard, educational programs and events held on Yard property, and management of artist services. The successful candidate will help plan community-based programs and participate in promotional events and summer fairs around the Island when their supervisors deem appropriate. They will be directly involved with intern choreographic projects with the Director of Island Programs & Education and have the opportunity to explore their own choreographic ideas during open studio hours. Choreography projects will be presented at local events scheduled throughout the Festival season. The successful candidate will play a major role in the communications between companies, production crew, and community organizations involved in any and all community outreach programming from the planning stages to completion.

They will work closely with the Director of Island Programs & Education and the Associate Director of Development on artists services: greeting artists on arrival day, informing them of the schedule, answering questions about island living, distributing necessary forms, and informing artists about events and amenities on island, etc. The Community Programs & General Management Intern will also support the Associate Director of Development through focused responsibilities including, office management & inventory, scheduling, artist travel arrangements, event planning, and property management.

Successful candidates for this position must demonstrate a genuine interest in organization and communication with artists, contractors, businesses, and fellow staff, be highly detail-oriented, proactive, efficient, and also have a strong interest and background in creating/choreographing their own performance quality work, setting it on others, and doing so on a tight schedule.

The Community Programs & General Management Intern is also responsible for aiding senior staff with daily operations and any general tasks required, not specific to community programs and general management.

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