

Thursday, January 23, 2014

## Dance/NYC Seeks Communications Intern

Milena Luna, Operations Manager Dance/NYC [mluna@dancenyc.org](mailto:mluna@dancenyc.org)

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Dance/NYC

Position Description

Title: Communications Intern

Location: New York City

Reports to: Operations Manager and Campaign Coordinator

Status: Part-time, starting hours (10-12 hours) negotiable

Dance/NYC's ([www.dancenyc.org](http://www.dancenyc.org)) mission is to promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan area. The organization achieves this mission through three core program areas: public engagement/education, research, and convening/professional development. It seeks to add a key part-time associate to provide development and communications support for its current three-person staff as it prepares to launch an upgraded website (DanceNYC.org), and expand its visibility campaign, NEW YORKERS FOR DANCE.

Duties and Responsibilities

Provide administration and support for Dance/NYC's information technology, marketing, and communications initiatives, including:

DanceNYC.org (Assist in the launch of new website)

E-communications (weekly e-newsletter, advocacy alerts, special bulletins)

Social media (Twitter, YouTube.com, Facebook)

Provide customer support to grow online user-base and activity across, with a focus on ad purchases and redesigned website

Assist in the management of fundraising solicitation and donor acknowledgements, including data entry

Working with Operations Manager, provide support in the ongoing development of DanceNYC.org and related database technologies (especially Salesforce)

Assist in the production of both print and electronic institutional marketing material and ad placements

Qualifications

The ideal candidate will have relevant prior marketing and communications experience and be comfortable using Microsoft Office Suite, Adobe Creative Suite, CRM Software (Salesforce), Google Applications, WordPress and social media (especially, twitter, and YouTube, and Facebook), HTML is a plus. S/he will be methodical and detail oriented, with excellent planning and time management skills, and able to advance multiple projects simultaneously while meeting deadlines. S/he will be current on and comfortably engage with emerging technologies, and demonstrate a commitment to technology solutions in the social enterprise space. S/he will be versed in the arts and culture landscape.

Compensation is hourly and based on experience. Dance/NYC is an equal opportunity employer.

To apply, please send a cover letter, resume, salary requirements, and references by e-mail to Milena Luna at [lhawell@dancenyc.org](mailto:lhawell@dancenyc.org) by noon Monday, February 3, 2014.

Milena Luna, Operations Manager Dance/NYC [mluna@dancenyc.org](mailto:mluna@dancenyc.org)

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