

Friday, March 28, 2014

Summer Workshop Internship - Doug Varone and Dancers

Company: DOVA, Inc.
Location: New York, NY
Compensation: Please see below

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Doug Varone and Dancers (DOVA, Inc.) is currently accepting applications for our Summer Workshop Internship.

Dates: May 12-June 22

Locations: NYC and Brockport, NY

Compensation: This is an unpaid position, however travel is provided between NYC and Brockport, and housing and per diem are provided in Brockport from May 31-June 21. Interns are responsible for their own room, board, and travel while in NYC. Interns are typically able to participate in at least one daily dance class during the Workshop.

Responsibilities:

May 16-31: Candidates should be available to begin work in the Company's NYC office in mid-May for 15-20 hrs/wk. Tasks will include tracking class requests and housing assignments, arranging travel, compiling itineraries and contact lists, and communicating with key Workshop and College staff.

May 31-June 22: The Workshop Intern will travel to the College at Brockport with the Workshop Coordinator on May 31 and return to NYC on June 22. During the that time, the Workshop Intern will be on call to work 6-8 hours daily. Tasks will include oversight of Workstudy students, liaising with College and Housing staff, coordinating events and transportation, among other things.

Required skills:

Proficiency in MS Word and Excel is a must. Candidates should be well-organized, efficient, able to take direction as well as work independently, with excellent verbal and written communication skills, an aptitude for research, and the ability to work well in small groups. We use PC based software.

Apply:

Please submit a cover letter and resume sharing your relevant work experience and skills to esjoquist@dougvaroneanddancers.org. Please be sure to use the subject line "2014 Summer Workshop Internship Application."

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For more information:
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