

Tuesday, July 29, 2014

## Disability and NYC Dance Directory Internship

Company: Dance/NYC

Location: New York , NY

Compensation: Compensation is \$15-18/hour

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Title: Disability and NYC Dance Directory Internship  
Location: New York City  
Status: Non-exempt; a minimum of 3 months, starting date and hours (10-20) 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.

Dance/NYC seeks an intern to support the initial development for a new online directory, part of a broader three-year initiative to increase inclusivity and access to the art form of dance for disabled people. The intern's primary deliverable is a comprehensive memorandum, inclusive of aggregated content and tools and recommendations for presentation and web functionality on DanceNYC.org. Dance/NYC will separately contract with a web design firm to create the Directory.

The intern will work independently, reporting to the Executive Director and, as necessary, coordinating with the Communications and Development Associate and an independent research consultant preparing quantitative analysis as part of the broader initiative.

### Duties and Responsibilities

- Initially, developing a working plan for the aggregation of primary content and tools during the Internship period for review by Dance/NYC staff
- Executing on the plan by searching, aggregating, and segmenting relevant online disability resources and tools, as may be available at the time of discovery, especially from (but not limited to):
  - City, State, and Federal government agencies
  - Disability service providers
  - Dance groups based in the metropolitan area.
 Resources may include but are not limited to
  - Planning, training, and case study material targeted to dance makers and companies
  - Information about disability service providers, dance programming (performance and education), and other accessible venues for disabled people
- Develop and execute a call for content through Dance/NYC and partner e-communications, as may be necessary and advised by Dance/NYC management and independent quantitative research consultant. Dance/NYC does not, as a matter of practice, solicit information from its constituents that it can otherwise identify.
- Produce (approximately 10-20) pages memorandum including:
  1. Content identified in uniform format, as approved by Executive Director, and recommendations for segmenting content for presentation purposes (e.g., Space Resources, Education)
  2. Further explanatory detail as necessary
  3. Recommendations for presentation on website, which will serve as the basis for a request for proposals from web designers. These should reflect best practices for communicating with disabled people.
  4. A contact list for anyone engaged in offering or recommending resources. Feedback from Dance/NYC and key stakeholders should be incorporated in the memorandum by the end of the internship.
- As guided by management, liaise with external stakeholders, including a Task Force created to advise and assist in the broader initiative.
- As possible, make recommendations for the marketing and distribution of the Disability and NYC Dance Directory, for instance, the production of additional collateral in accessible formats, including braille, and partnership with appropriate government agencies, and service and dance groups.
- Provide additional support to Dance/NYC staff as requested.

### Qualifications

The ideal candidate will have relevant prior marketing, communications, and project management experience and expertise in disability matters. Strong communication and writing skills required. S/he will be methodical and detail oriented, with excellent planning and time management skills, and able to demonstrate leadership in setting and meeting deadlines. S/he will be versed in the arts and culture landscape.

Compensation is \$15-18/hour. Dance/NYC is an equal opportunity employer.

To apply, please send a cover letter, resume, compensation requirements, and references by e-mail to Milena Luna at [mluna@dancenyc.org](mailto:mluna@dancenyc.org). The position is open until filled, but Dance/NYC will give preference to applications received by August 18, 2014.

Note: Dance/NYC's offices are located on the fourth floor of a walk-up building, which does not provide elevator service. Bathrooms do not have accessibility features. The organization is open to candidates working offsite.

Dance/NYC  
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212-966-4452

For more information:  
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