

Wednesday, August 20, 2014

Arts Admin Internship!

Company: Pentacle
Location: New York, NY

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Pentacle's Internship Program, Cultivating Leadership in Dance, provides an unparalleled opportunity for interns to receive the benefits of a structured internship program, while working intimately with dance companies and independent choreographers. Pentacle matches interns with participating companies/artists, and works with companies/artists to create a program experience that is rewarding and useful to both company and intern. Participating companies/artists work with interns 10 hours a week over an 8 week period. Work responsibilities may include: assistance with archival projects, development research, aid with tour management, production preparation, collaboration on website development and other projects specific to the intern's interests & company's needs. Interns, in addition to working directly with the company/choreographer, attend weekly training seminars covering topics in arts administration and career exploration, and gain access to a network of interns and participating dance company staff, as well as to Pentacle staff and guest speakers.

Benefits to the participating intern include:

- Professional Development workshops on topics in arts administration and career exploration.
- A network of interns working for other dance companies
- A clear work plan outlining your responsibilities
- A dedicated program person at Pentacle to help support the intern/company partnership and provide extra mentoring to the intern
- A flexible schedule. (10 hours per week)

We are looking for interns who have:

- A strong interest in the performing arts and non-profit administration
- Strong computer and organizational skills
- Strong oral and written communication skills
- The ability to work independently & multi-task

The Fall 2014 session will begin September 29th.
The Deadline to apply is August 29th!

To apply and set up an interview: Please send your resume and completed questionnaire to clarissas@pentacle.org

Questionnaire Application: http://www.pentacle.org/wp-content/uploads/2014/05/Intern_Questionnaire.pdf or request from the Program Director at Clarissas@pentacle.org

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