

Tuesday, September 23, 2014

Dance Theatre of Harlem - Marketing Internship

Company: Dance Theatre of Harlem
Compensation: Metrocard

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Rachel Neville

Dance Theatre of Harlem seeks Marketing Intern

Marketing intern will report directly to the Marketing Manager and will gain valuable hands-on experience by assisting in all marketing efforts for Dance Theatre of Harlem. This is a unique and exciting opportunity to participate in the execution of comprehensive marketing campaigns for Dance Theatre of Harlem.

Responsibilities include (but are not limited to):

- o Assist with daily marketing tasks (i.e. collateral development, research, inbound/outbound calls, database management, etc.)
- o Research community events and coordinate attending/supplying marketing collateral
- o Assist with implementation of targeted marketing campaigns on several social media outlets
- o Perform other duties as needed.

Requirements:

- o Working knowledge of Microsoft Office Programs - Word, Excel, PowerPoint, & Photoshop a plus
- o Available to work approx. 15-25 hours a week
- o Know how to effectively use the internet for research
- o Strong writing and communication skills
- o Must be assertive, outgoing, creative, hard-working, resourceful, independent thinker who is keenly interested in working at DTH

Metrocard provided

Internship can be used to satisfy a college credit

Send resume to mabalos@dancetheatreofharlem.org

Dance Theatre of Harlem
dancetheatreofharlem.org

For more information:
Marilyn Abalos
mabalos@dancetheatreofharlem.org

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