

Monday, October 20, 2014

## Danspace Project Winter Internship Available!!

Company: Danspace Project

Location: New York, NY

Compensation: This is an unpaid internship. Danspace will provide excellent recommendation letters & tickets to performances.

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### ~~INTERNSHIP ANNOUNCEMENT

Danspace Project seeks an enthusiastic and capable individual for a winter internship.

Founded by artists in 1974 at the historic landmark St. Mark's Church, Danspace Project is an international leader in the commissioning and presentation of contemporary dance. Danspace Project presents new work in dance, supports a diverse range of choreographers in developing their work, encourages experimentation, and connects artists to audiences.

#### Position Overview:

A Danspace Project internship is comprehensive, providing experience in development, marketing, and general administration.

#### Responsibilities:

- Marketing: Maintain email database; paste up reviews; draft marketing content for multi-channel social media campaigns; assist with current season.
- Development: Help with special event planning & execution, including major donor cultivation events; Work in the donor database entering gifts, generating acknowledgement letters using mailmerge; Assist with large direct mail campaigns; Provide support for grant proposals and reports as needed; Other administrative tasks as defined by the development staff
- Programming: preparation of contracts & other documents; assist with current season; actively take part at events geared around the winter season and Platform 2015: Dancers, Buildings and People in the Streets curated by Claudia La Rocco

Responsibilities will also include, but are not limited to, answering phones, sorting mail, recording box office reservations, and provide general day-to-day office support. Must be able to commit to a minimum of 10-15 hours per week for a minimum of 3 months—these hours will include daytime administrative hours and well as evening/weekend performance and event hours. The position is available starting in January 2015.

#### Qualifications:

A self-motivated individual with the willingness to learn. Must be proficient in Microsoft Office including Word and Excel. Knowledge of Photoshop and/or HTML a plus. Attention to detail is a necessity. Individual must have a courteous manner and be able to work with staff, artists, and the general public. Danspace Project has a small, dedicated staff; therefore, the candidate must be a team player.

#### Compensation:

This is an unpaid internship. Danspace will provide a diligent and reliable intern with excellent recommendation letters and free tickets to Danspace Project performances.

#### How to Apply:

Please send a copy of your resume along with a cover letter explaining your interest in the internship to Abby Harris Holmes, Program Director via email at [abby@danspaceproject.org](mailto:abby@danspaceproject.org).

Danspace Project  
131 East 10th Street  
New York, NY, 10003  
212 674 8112  
[www.danspaceproject.org](http://www.danspaceproject.org)

For more information:  
Abby Harris Holmes  
[abby@danspaceproject.org](mailto:abby@danspaceproject.org)  
212 6748112

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