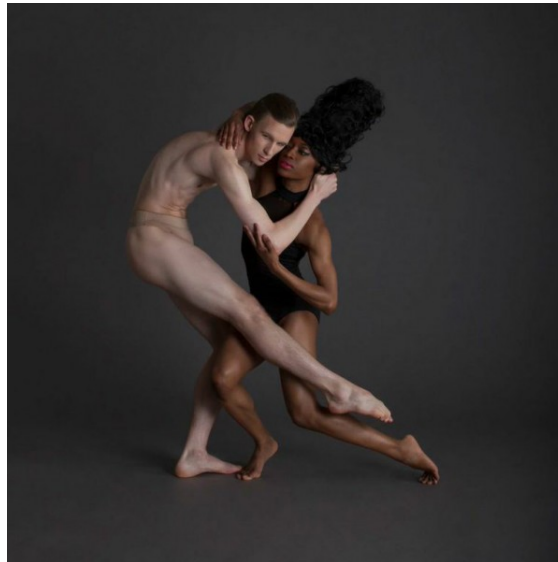


Thursday, November 6, 2014

Abraham.In.Motion seeks an Administration and a Touring/Production Intern!

Company: Abraham.in.Motion
Location: New York, NY
Compensation: Unpaid

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Carrie Schneider

Abraham.In.Motion is interested in finding someone who is interested in learning about the inner workings of a full-time touring dance company. There are two primary areas of support: Administration and Touring/Production. Individuals can apply for one or the other, or could potentially rotate between the two if interested.

Arts Administration Internship

Position reports to: Manager of Communications and Community

The Arts Administration intern will work with its small team on development, communications, and marketing related projects.

The intern will participate in and support the full range of the company's activities, including special events, institutional and individual giving, writing, assistance with public relations and publicity efforts, and general administrative support. Depending on the company's workload at any given time, the intern may work for a sustained period with one area or rotate among projects in each area.

In addition to the qualifications below, the position requires discretion and confidentiality with regard to donor information and other activities of Abraham.In.Motion. The position is unpaid and we welcome applicants seeking academic credit or community service hours in accordance with their institution's requirements. The intern may have opportunities to attend company performances as available.

Depending on workload the position will include the following responsibilities:

- Support preparations for fundraising and member events
- Draft correspondence and other written materials;
- Prepare mailings and assemble collateral materials
- Research individual and institutional donor prospects
- Enter and maintain information in donor database
- Draft institutional and presenting season press releases
- Assist in developing targeted pitches
- Assemble and update press kits
- Generate publicity reports and press tracking
- Assist in archiving all footage on Abraham.In.Motion's drives
- Solicit, create, and edit the monthly newsletter
- File, post and archive all press
- Update company archive
- Maintain all public event calendars such as WNYC, NYCGO.com, DanceNYC etc.
- Maintain Abraham.In.Motion's social networking presence on Facebook

Qualifications:

- Strong written and verbal skills in English
- Good attention to detail and ability to synthesize information
- Ability to prioritize and meet hard deadlines
- Proficient understanding of Microsoft Word, Excel, Google Docs preferred
- Knowledge and experience with dance and the arts preferred

Specifications:

- 5-8 hours a week or longer, with some late evenings and long days to staff events or participate in other activities outside business hours.

All candidates should email their cover letter and resume to alexander@abrahaminmotion.org with the subject line: AIM Arts Administration Internship

Touring and Production Internship

Position reports to: Tour and Production Manager

The Production Intern will support the company with its dynamic season of touring, education, and engagement events. The intern will gain experience in touring management, production management, and lighting supervision for dance and will assist in the advance preparations for tours of The Watershed and When the Wolves Came In, which just received their premieres this fall at New York Live Arts.

The position is unpaid and we welcome applicants seeking academic credit or community service hours in accordance with their institution's requirements. The intern may have opportunities to attend company performances as available.

Responsibilities will include:

- Creating and updating documents in Excel, Vectorworks, and Lightwright
- Making production schedules, ground plans, and light plots
- Completing lighting paperwork
- Travel and research planning
- Booking housing and transportation
- Organizing Residency activities
- Creating itineraries/tour books
- Coordinating with tour venues

Qualifications:

- Strong written and verbal skills in English
- Good attention to detail and ability to synthesize information
- Ability to prioritize and meet hard deadlines
- Proficient understanding of Microsoft Word, Excel, Vectorworks, and Lightwright preferred
- Knowledge and experience with dance preferred

Specifications:

- 5-8 hours a week

All candidates should email their cover letter and resume to alexander@abrahaminmotion.org with the subject line: AIM Tour and Production Internship.

Abraham.in.Motion
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For more information:
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