

Wednesday, December 17, 2014

## Gallim Dance Seeks Interns beginning January 2015

Company: Gallim Dance  
Location: Brooklyn, NY

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### GALLIM DANCE INTERNSHIPS

Gallim Dance internships offer students the unique opportunity to be involved in a dynamic, world-renowned arts organization that has seen double-digit budgetary growth over the past 5 years. The internship focuses on projects and responsibilities that deepen professional skills and introduce interns to the dance world in NYC and internationally.

Interns are expected to function as integral members of the administrative team and are charged with upholding the organization's work standards, ethics and policies. Internships with Gallim Dance are typically a minimum of 3 months commitment, initially unpaid, with the opportunity to grow into a paid position.

We are currently offering internships to students in the following administrative areas:

- Development
- Marketing/Media
- Outreach and Education
- Executive Administration
- Production and Touring

All interns are required to:

- 1) Organize one seminar over the course of their internship for their fellow interns, based on their responsibilities and experience with Gallim Dance.
- 2) Commit a minimum of 15 hours/week
- 3) Attend weekly administrative meetings
- 4) At the completion of the program, interns will also submit a Final Review.

As a Gallim Dance Intern, you will:

- Receive invaluable training towards your professional career in arts administration at a world-class dance company, at a particularly critical time of tremendous growth and strategic opportunity. In early 2015, we will be going through a branding refresh, implementing a new CRM system for our donors, and launching new programming in conjunction with our next work, to premiere at the Joyce in the fall;
- Join our high-performing administrative team, including a Stanford MBA and Columbia graduate, and combined arts administration staff experience of over 20 years;
- Receive on-the-job training and experience working with professional staff in arts administration, by working on projects that are designed to increase applicable skills, contacts, and future job prospects;
- Gain a firsthand understanding of the operations of a small, stable and growing arts organization with entrepreneurial energy and up-and-coming collective of artists and staff

Interns receive:

- Training and mentoring
- Discounted performances and dance classes (when available)

University credit, work-study, independent study, and/or cooperative learning programs

Please send Resume and Cover Letter to Operations Manager, Matthew Martine at [info@gallimdance.com](mailto:info@gallimdance.com)

#### Specific Job Descriptions:

##### Executive Administration Intern

The Administrative Intern will work closely with the Company Manager and Executive Director to provide crucial support to the administrative maintenance of Gallim Dance. Responsibilities include, but are not limited to:

- Strategic planning support, with potential project management of key initiatives such as brand refresh, CRM implementation, and new programming
- Coordination of meetings and administrative schedules
- Contract review, project and general budgets
- Drafting , organizing, filing, proofreading and updating written materials and correspondence
- Completion of Project SOP details and alerts
- Progress Tracking of all SOP tasks
- Providing support for other day-to-day operations

Candidates should have strong administrative experience and organizational skills, strong attention to detail and deadlines, and excellent writing and speaking ability. Candidates must be proficient using all Microsoft applications, internet-based research and Google apps. Knowledge of HTML and WordPress editing interface are preferred. Candidates must submit a writing sample with their application.

##### Development Internship:

The Development intern will work directly with all Gallim staff members to coordinate, draft, refine, launch, and track the following:

- Grant calendar database
- Potential grant sources from playbills, Dance Companies web site/bios
- Grant summaries (Foundation officers and board member roster) for Gallim Board
- Maintain donors lists, track thank you notes, etc
- Organization of electronic files for Development Documents
- Identification of potential donors
- Individual and corporate support campaigns, mailings
- Special events coordination
- Updates/edits to Constant Contact
- Updates/edits to Constant Contact

Candidates should have strong organizational skills, attention to detail and deadlines, and excellent writing and speaking ability. Experience with Foundation Directory Online a plus. Candidates must submit a writing sample with their application.

##### Marketing/Media Internship:

The Marketing/Media Intern, working alongside the Company Manager and Director of Communications, will be responsible for bolstering the company's online presence through:

- Updating and maintaining the Gallim Dance website
- Utilizing Gallim's Facebook, Twitter, Blog, and other relevant media sites and tools
- Organization /archiving all images and video libraries
- Identifying and labeling all images
- Video/ photograph during rehearsals and events as needed
- Providing images/videos for venues and grant samples

- Retrieving photography, video and press reviews from venues after each event
- Preparing press kits
- Adding into Constant Contact and SOP Contact Tab information for dance bloggers, local press, dance reviewers in anticipation of tours
- Monitoring calendar for social media activities and web updates
- Assisting the marketing and media director in creating media campaigns

Candidates must be proficient with the Adobe platform, (Photoshop, Illustrator, etc.), Microsoft applications, and Google apps. Skills should include strong organization, attention to details and deadlines, and excellent writing and speaking ability. Knowledge of HTML and WordPress editing interface are preferred. Candidates must submit a work sample along with their application demonstrating their experience with graphic/web design, video or photo editing, or other related skill.

#### Production and Rehearsal

The Production and Rehearsal Intern will work directly with the Director of Operations Communications as well as the rehearsal director on tasks encompassing all details of performances, rehearsals, workshops, auditions and touring. Responsibilities include, but are not limited to:

- Maintaining rehearsal calendar , notify dancers of last minute changes
- Securing rehearsal space and/or cancellations as needed
- Logging rehearsal hours at end of day
- Attending rehearsals and taking notes for Andrea Miller, Artistic Director
- Assisting the Stage Manager and Lighting Director in all elements of production
- Wardrobe preparation, cleaning, and organization
- Attending all production and pre-touring meetings
- Maintain pre and post performance check lists

Candidates must have excellent organizational skills, strong attention to detail and deadlines, and excellent interpersonal ability. Candidates must be proficient using all Microsoft applications, internet-based research and Google apps. Previous Production experience is a plus, but not required.

#### Outreach and Education

The Outreach and Education Intern will work directly with the Operations Manager to coordinate teaching outreach and company residencies. Responsibilities include, but are not limited to:

- Maintaining list of Universities and k-12 schools for potential engagement
- Update teaching package with new photos, videos, testimonials, calendar
- Attendance at auditions, assist Andrea Miller and dancers
- Coordination of permanent space usage with related parties
- Supervision of the proper use and condition of all premises at St.Luke's space after event

Candidates must have excellent organizational skills, strong attention to detail and deadlines, and excellent interpersonal ability. Candidates must be proficient using all Microsoft applications, internet-based research and Google apps. Previous experience teaching Production experience is a plus, but not required.

#### IT and Programming

The IT and Programming Intern will work directly with the Operations Manager, Artistic Director, and Executive Director to help maximize and manage a broad range of information technology initiatives, projects and programs including the creation and implementation of technology and business solutions. The IT and Programming intern will:

- Find applications of new technology to business processes
- Research and provide information on technical trends
- Consult with program/project management to develop appropriate technical solutions
- Advise on options, risks, costs vs. benefits, impact on other business processes and system priorities
- Overseeing the proper storage of all company data and archiving of records and back ups
- Providing support in troubleshooting of computer problems

The ideal candidate holds a degree in or is currently studying Computer Science or a related field. Candidates must be proficient using all Google apps, Wordpress, Constant Contact, and HTML.

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[Gallim Dance Company INC](#)

For more information:  
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