

Sunday, December 7, 2014

Seeking ADMIN INTERN

Company: SMinc
Location: New York, NY
Compensation: unpaid

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Choreographer Sarah Michelson seeks administrative Intern to assist with company management. This includes managing schedules, online spreadsheets, database input and tracking, emailing cast, creating itemized checklists and general office support. The chosen applicant will be working in a highly creative environment with very confidential material and must therefore be capable of adapting to different tasks inside and outside the studio. This includes transcribing, recording, and updating rehearsal processes.

The successful candidate will have:

- Excellent verbal communication and writing skills
- Accuracy and attention to detail

And will be interested in:

- Providing ongoing tracking of performers rehearsal schedule by computer.
- Monitoring different supplies and props used inside the studio
- Discretion when dealing with confidential or sensitive information
- Transcribing, recording, and updating rehearsal process.
- Flexibility to new projects

Our studio is located in Fort Greene, Brooklyn. We anticipate the intern chosen will work a total of 12-16 hours per week, with flexible hours to be arranged.

Please email resume and cover letter highlighting any relevant work experience and coursework to: smincstudio@gmail.com attn: Studio Manager.

SMinc
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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)