

Sunday, January 4, 2015

## ARTS ADMINISTRATION INTERN - NEVILLE DANCE THEATRE

Company: NEVILLE Dance Theatre

Location: New York, NY

Compensation: possible academic credit

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Yi-Chun Wu

Neville Dance Theatre, a contemporary Manhattan based dance company now in it's tenth year, seeks an Arts Administration Intern to work closely with the Artistic Director in artistic and administrative areas.

Seeking a reliable, motivated, self-starter with 10-12 hours (flexible) per week, to begin immediately with preferred 3-5 month commitment. Must have superb communication and management skills and a passion for the arts.

Intern will gain exposure and knowledge in the following areas:

- Event Planning and Performances
- Rehearsal & Production Assistance
- Social Media and Marketing
- Development, Fundraising and Expansion endeavors

**LEARNING OPPORTUNITY:** Excellent opportunity to gaining real world experience in the arts within a New York dance company. Ideal opportunity for recent graduates, current students and those interested in careers in the arts.

**SKILLS REQUIRED:** Must be able to work remotely with weekly meetings in Manhattan. Must have superb communications, writing, organization, and management skills and be able to follow through with duties/work with little supervision. Must have access to a computer, the internet and a portable electronic device (ex. Smartphone) plus knowledge of Microsoft Word, Excel, Social Media and email platforms and be Internet savvy. Conversational Spanish helpful.

Prior interns have gone on to work professionally at prestigious organizations including the Mark Morris Dance Center and The Ailey School.

Send cover letter stating interest, resume and reference to [info@nevilledance.com](mailto:info@nevilledance.com). Capable candidates will be contacted for an in-person meeting.

### Company Info:

Neville Dance Theatre is a contemporary dance company based in Manhattan. Now celebrating its 10th Anniversary year, the company presents thematic and theatrical works throughout the New York and surrounding areas including full-length ballets and contemporary shorts. Founded in 2005 by Brenda R. Neville, a professional dancer, performer, and faculty teacher at The Ailey School, NDT has been presented by the 92nd Street Y, Kumble Theatre, Jamaica Performing Arts Center, and at numerous prestigious festivals and performance venues. NDT is a fiscally sponsored project Fractured Atlas.

NEVILLE Dance Theatre  
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