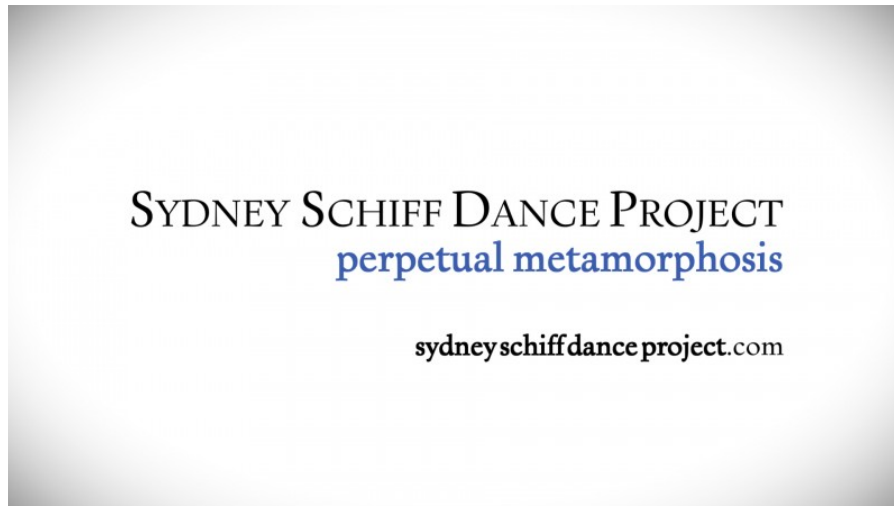


Thursday, January 15, 2015

Dance Company Seeking Administrative Intern

Company: Sydney Schiff Dance Project
Location: New York, NY

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Hi! I'm seeking an intern to assist with company administration a few hours a week starting immediately. Must be highly organized, resourceful, have excellent writing skills, proficiency in Microsoft Office and Google Documents and Spreadsheets, social media savvy (Facebook, Twitter, Instagram), calm under pressure and personable. Great for students looking to pursue careers as professional artists and arts administrators. Experience with customer service and house managing a plus. Please include availability on January 28. Send cover letter and resume to sydneyschiffdanceproject@gmail.com with "INTERN" in the subject line. Thanks! Sydney Schiff, Artistic Director

Sydney Schiff Dance Project
New York, NY
www.sydneyschiffdanceproject.com

For more information:
Sydney Schiff
sydneyschiffdanceproject@gmail.com

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