

Wednesday, January 28, 2015

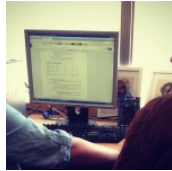
## Movement Research Internships Starting Feb/March

Company: Movement Research

Location: New York, NY

Compensation: UNPAID INTERNSHIP

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Movement Research is one of the world's leading laboratories for the investigation of dance and movement-based forms. Valuing the individual artist, their creative process and their vital role within society, Movement Research is dedicated to the creation and implementation of free and low-cost programs that nurture and instigate discourse and experimentation. Movement Research strives to reflect the cultural, political and economic diversity of its moving community, including artists and audiences alike.

The Intern Program enables 25-30 artists annually to learn valuable administrative skills, assist MR staff, and attend workshops and classes for free.

Movement Research offers the following Internship opportunities for dancers of all levels ages 18 and up. Applications are reviewed periodically, either with each new season, or as a position becomes available. Movement Research is specifically looking to fill internship positions beginning February/March 2015, although applications are welcome at any time.

### OFFICE INTERNSHIPS with MOVEMENT RESEARCH

Programming, Development, Media, Performance Journal Archives/Subscriptions

to start Feb/March 2015

(see descriptions below)

- Programming Intern
- Development Intern
- Media Intern
- Performance Journal Archives and Subscriptions

#### Ongoing office Internships

Minimum commitment varies, but is generally 6 months for NY residents and case by case basis for international students, 10 - 15 hours per week, depending on the duration of the Internship, in exchange for free classes, some free workshops, and at least one week of MELT intensive during the term of the internship. Please note that we are unable to assist with visas in any way and do not qualify to sponsor a visa.

#### Development (Feb-Aug)

The Development Intern assists the Development Manager with tasks that vary by season (including support for grant deadlines, end-of-year giving, gala, Artist Advisory Council and Board) and is responsible for entering donations into the database, assisting with program tracking, taking minutes at various meetings and grant/artist opportunity research. Additionally, the ideal candidate possesses a strong interest in engaging contemporary and experimental dance and/or performance work through language. Experience with Mac software, Word, Excel and Filemaker strongly encouraged.

#### Marketing/Media (Feb-Aug)

The Media Intern assists the Media and Communications Manager with the video archive and database, press and promotional materials, website maintenance and social media. The ideal candidate possesses a strong work ethic, basic organizational skills, and an interest in the documentation of contemporary and experimental dance. Experience with Mac software and Excel are strongly encouraged. Experience with Dreamweaver, iMovie, and/or social media platforms a plus.

#### Programming (Feb-Aug)

The Programming Intern works closely with the Programs and Events Coordinator to organize many of the artist programs and events including, but not limited to: the annual Spring Gala, MELT Workshops, Fall and Spring Workshops, and our application based programs. Candidates should have experience with Microsoft Excel and Word, excellent writing skills, strong organizational skills, attention to detail, and the ability to work in a small, busy office environment. Knowledge of Filemaker Pro, Mac Mail program, and Google Docs not required but helpful.

#### Performance Journal Archives and Subscriptions

The PJ Archives and Subscriptions Intern works closely with the Media and Communications Manager to manage subscriptions for the PJ,

create and update an online PJ database, and research the digitization of archival PJ's. Candidates should have experience with Microsoft Excel and Word, excellent writing skills, strong organizational skills, attention to detail, and the ability to work in a small, busy office environment, and will learn how to navigate Filemaker Pro.

To apply for an office internship with Movement Research, email a cover letter and resume to [info@movementresearch.org](mailto:info@movementresearch.org) with the position you are applying for. Resume's should focus on work experience and include all relevant computer skills, technological experience, finance/cash register experience, and whatever else you feel is applicable to your areas of interest.

For more information, visit:

<http://movementresearch.org/artistopportunities/internships/index.php>

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