

Monday, March 2, 2015

Winter/Spring Performing Arts Management Internship

Company: Elsie Management
Location: Brooklyn, NY
Compensation: \$500

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Elsie Management is currently interviewing for interns who can commit to 20-25 hours per week for 16 weeks, with 10 hours of training, starting mid-Feb, 2016. We offer a \$500 stipend for the period.

Elsie Management is a performing arts management and booking agency that represents a broad spectrum of celebrated touring artists, including internationally-based world music, contemporary theater, outdoor spectacle, and the finest of contemporary dance. www.elsieman.org

Duties include: executing promotional email campaigns; assistance in filing US visas; attending performances and/or rehearsals/work-in-progress showings; maintaining office supplies; filing; fulfilling promotional material requests; database upkeep; research in the field of performing arts; reviewing performance contracts; running errands; social media maintenance; and assisting staff in various tasks.

Thanks to the open "loft" office setting and fast-paced nature of the business, Elsie interns are offered an opportunity to build excellent professional skills and gain a breadth of knowledge in the field of performing arts that goes well beyond the work involved.

We are looking for candidates who can work in our Brooklyn office with a tiny dog, is a team-player, and has a passion for the performing arts. Due to our production and deadline-oriented schedule, candidates must be organized, personable, and able to work under busy and occasionally hectic conditions. Working knowledge of Microsoft Word, Excel, Outlook, Twitter and Facebook are required.

To learn more about our internship program, please visit us online at www.elsieman.org. Motivated applicants should send a letter of interest and resume to Katie Diamond, Artist Representative/Contracts Manager at katied@elsieman.org.

Elsie Management
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For more information:
Katie Diamond
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[< back](#)

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