

Friday, April 3, 2015

Social Media & Administrative Intern

Company: Full Force Dance Repertory

Compensation: \$100 Stipend at the end of the season

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Farah Francois

Full Force Dance Repertory, a Brooklyn based dance company is looking for a social media and administrative intern to work part time for the company's summer season (June-mid-August).

Duties include:

- Posting, maintaining and engaging with all of Full Force's social media outlets (Facebook, Instagram, Twitter, Tumblr, Wordpress Blog, Google Plus, Hootsuite etc.).
- Sending out newsletters to company followers.
- Printing, copying and mailing materials.
- Random coffee runs to Starbucks!

Requirements:

- Must have access to computer with internet service.
- Must have smartphone and willing to collect and post company materials from phone.
- Intern will be required to attend all rehearsals/meetings.
- Must be self-motivated, can work independently as well as with a team of others and able to use creativity to enhance the company's brand.
- Must be able to work from home efficiently.

\$100 stipend will be paid at the conclusion of the season.

If interested, please send your resume and cover letter to info@fullforcedance.net.

Full Force Dance Repertory

www.FullForceDance.net

For more information:

Full Force Dance Repertory

info@fullforcedance.net

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