

Thursday, June 25, 2015

Internship: Awaken Dance Theater

Company: Awaken Dance Theater

Location: New York, NY

Compensation: College Credit May Be Available

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Jessica Fallon Gordon

Awaken Dance Theater is currently seeking an enthusiastic, hard-working and detail-oriented intern to assist with multiple tasks in our growing company. Interns will gain insight into the workings of an arts organization, and gain experience with social media, film and video editing, marketing, grant-writing, fundraising, event planning, etc.

Internship Description

Interns will assist the Artistic Director as the company prepares for multiple performances and showcases during the upcoming season. Interns will learn about and assist with the following:

- Grant research, writing, and submission.
- Outreach to potential donors.
- Research and applications for showcases and performance opportunities.
- Individual fundraising campaigns, such as the use of Kickstarter, RocketHub, solicitation letters, and thank-you notes.
- Updating the company website.
- Work on developing a marketing plan, and assist with designing flyers, the company logo, etc.
- Database management.
- Create and send mass emails to email lists about upcoming performances, events, etc.
- Post select photos, videos, and other updates on multiple social media sites.
- Develop a plan to attract more followers and feedback on social media sites including but not limited to facebook, twitter, and instagram.
- Keeping up-to-date calendar for company, including members availability for specific events and performances, deadlines for grant or performance applications, payment deadlines, etc.

Qualifications

- Interns should be current undergraduate or graduate students. Exceptions may be possible for the right candidate.
- Must be able to work 10-15 hours a week.
- Excellent writing and editing skills.
- Reliable, hardworking, and organized.
- Have some experience with photography and film.
- Grant-writing or fundraising experience a plus.
- Ability to commit through June 2016.
- Strong interest in dance, and the use of dance to spread awareness of important political and social issues.

Pay

All internships are unpaid and prospective applicants must be willing to commit for the entire season (through June 2016). College credit may be available. You will also receive tickets to all Awaken Dance Theater performances.

To apply:

Please submit your resume, and cover letter (including availability) to:
awakendancetheater@gmail.com

For more information about Awaken Dance Theater, please visit:

<http://www.awakendancetheater.com/>

Awaken Dance Theater
New York, NY
<http://www.awakendancetheater.com/>

For more information:
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