

Tuesday, June 23, 2015

VIM VIGOR INTERNS

Company: VIM VIGOR

Compensation: 1 class weekly, scholarships to summer intensive with Artistic Director, Shannon Gillen

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VIM VIGOR seeks three energetic, fastidious, and passionate interns who will assist in marketing, social media, special events, and stewardship. These individuals must possess excellent time management and organizational skills, interest in small team collaboration, and current involvement in the dance community. The positions are unpaid, but successful applicants will receive full scholarships to attend VIM's upcoming Summer Weekend Intensive in August, plus one free weekly contemporary class with Shannon Gillen. Interns will gain insight into the inner workings of a professional dance company and be valued as an intrinsic part of the organization.

As an intern you will be working directly with the Artistic Director and Company Manager of VIM VIGOR and will help manage day-to-day operations of the company. Presently, we are looking for interns to specialize in three specific areas, MARKETING, SOCIAL MEDIA, FUNDRAISING.

MARKETING Intern provides assistance in the following areas:

- Administrative duties
- Eblasts and Evite Design
- Manage mailing lists
- Poster Design/ Advertising
- Documentation

SOCIAL MEDIA Intern provides assistance in the following areas:

- Twitter postings
- Facebook management
- Instagram Posts
- Photos/Videos/Archiving

FUNDRAISING Intern provides assistance in the following areas:

- Event planning including management of venue, vendors, and guest lists
- Donor Relations and Stewardship
- Collaborating with Marketing Intern

Incorporated Skills and Experience:

- Proficient in social media platforms, Microsoft Word and Excel, Google Docs, MailChimp
- Ability to effectively use the internet for research
- Strong written and communication skills
- Working knowledge of FinalCut Pro and Photoshop is a big plus
- Photography skills
- Prior internships or other work experience in the arts, specifically dance or theater is preferred

Positions require a minimum commitment of 6-8 hours/week starting immediately (end date will be determined with successful applicants). The position is based in our office located in Park Slope Brooklyn, though meetings can and will be held remotely through phone, Skype, and email.

To apply: Please submit a short cover letter, resume, and references to info@vimvigordance.com. Include "VIM VIGOR Intern" in the subject line and include which specialization you would prefer (Marketing/Social Media/or Fundraising). Applications will be accepted until the positions have been filled.

V/M V/GOR

VIM VIGOR

For more information:
Shannon Gillen
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