

Friday, August 7, 2015

Education Intern for Fall 2015

Company: Dancewave

Location: Brooklyn, NY

Compensation: Monthly travel stipend provided

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FALL 2015 EDUCATION INTERN POSITION

Dancewave seeks a Fall 2015 Education Intern to assist the Director of Education and School Administrator in the management of Dancewave's education programs. This internship offers an excellent opportunity to gain real, hands on experience in a non-profit arts organization. Skills cultivated during this internship will assist aspiring arts administrators interested in pursuing a career in arts administration or dance education.

Responsibilities:

- Respond to e-mail and telephone inquiries regarding classes and space rentals at Dancewave
- Process registration and payments in Dancewave's online database (Salesforce)
- Assist with planning of various Dancewave school events and performances
- Observe and assist teaching artists during classes
- Check in and process payments for adult students
- Assist in the daily maintenance of the studio and office

Requirements:

- Superb written and verbal communication skills
- Highly detail oriented and reliable
- Positive and professional demeanor, flexible, can-do attitude
- Interest in Dancewave's mission and commitment to serving youth
- Proficient in Microsoft Office Suite (Word, Excel, Power Point)

Preferred:

- Currently obtaining or have obtained undergraduate degree, preferably in arts administration, dance education, or related field
- Knowledge of Salesforce database or similar platform

Commitment: 3-4 month commitment with 20 hours per week preferred.

Start Date: September

Compensation: Monthly travel stipend provided

To Apply: Please email a resume, cover letter and three references to jobs@dancewave.org with subject title "Education Intern"

About Dancewave

Dancewave is a non-profit dance center that transforms the lives of New York City youth through unique exposure to world-class, pre-professional performing arts training. Dancewave's programs include: DANCE TRAINING (The School at Dancewave, Summer Dance Intensive); ARTS IN EDUCATION (D-Wave in Motion, Public School Master Class Tour), PRE-PROFESSIONAL COMPANIES (Dancewave Company I, Dancewave Company II, Young Movers Ensemble, Young Performers Ballet Ensemble) and COMMUNITY PERFORMANCE (Spring Celebration, Dancing Through College & Beyond). For more information, visit www.dancewave.org.

Dancewave
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