

Wednesday, September 9, 2015

Touring, Dance & Attractions Intern

Company: IMG Artists
Location: new york, NY

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IMG Artists, the global leader in arts management, is seeking a motivated and intelligent intern to work in its dynamic Touring, Dance & Attractions Division. This division represents a wide variety of performing artists which include a roster of international companies touring North America in the areas of world music, jazz, dance, film-with-orchestra and attractions. Our division represents many of the world's leading dance companies including Pilobolus, National Ballet of Canada, and the Bolshoi Ballet, as well as attraction artists such as The Peking Acrobats, Meow Meow, Bugs Bunny at the Symphony, Films with Orchestra, and conductors.

The Touring, Dance & Attractions Division intern will have the opportunity to work directly with a group of good-humored and intensely driven logistical coordinators and artist managers on multiple artist tours and performances. Our intern will gain invaluable hands-on experience in artist and tour management. The ideal candidate must be passionate about the performing arts, detail-oriented, a self-starter, and excel at juggling multiple responsibilities and deadlines.

Responsibilities and projects include, but are not limited to:

- Assist in issuing, reviewing, and finalizing performance contracts and tech riders.
- Coordinate details regarding performance dates, programs, and tech needs with presenters.
- Coordinate schedules and servicing needs with artists.
- Assist with applying for international visas and work permits.
- Research and analyze ticket sales data.
- Update booking software program, Muse, by inputting repertoire, venue capacity, and additional data.
- Maintain up-to-date publicity materials including artist biographies, reviews, videos and press kits.
- Assist with various administrative responsibilities as needed.

Requirements:

- Detail oriented and a self-motivated.
- Strong writing and oral communication skills.
- Experience with Microsoft Office Suite, internet research, and Adobe Suite.
- Interest in and knowledge of the performing arts.
- Handle tasks with discretion and confidentiality.
- Ability to handle multiple deadlines and prioritize tasks in a fast-paced work environment.
- 20 hours per week commitment is desired; however schedule can be flexible.
- Must be a current student and able to earn course credit.

Benefits:

IMG Artists offers college credit towards a graduate or undergraduate degree. Interns will gain a complete overview of an artist management agency as well as direct experience and contacts within the field of artist management. Interns will have the opportunity to interact with the companies, as well as attend performances in and around New York.

If you are interested in this position please forward a PDF of your cover letter and resume to: Stephanie Torok, storok@imgartists.com. Mention "TOURING INTERN: FALL" in the subject line. We look forward to your application.

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For more information:
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