

Thursday, October 22, 2015

RudduR Dance Seeks Administrative Intern for Immediate Hire

Company: RudduR Dance
Location: Manhattan, NY

► [Share](#) | [Print](#) | [Download](#)



RudduR Dance is a nonprofit contemporary ballet company in its inaugural season. We are seeking college students and graduates interested in obtaining hands-on experience in arts administration for fall and spring internships. Internships are unpaid with the opportunity to grow into a paid position and can be taken for academic credit.. Willing to write exit review/evaluation.

Responsibilities:

- Support in the development of our fundraising campaigns;
- Support in our grant-seeking, grant-writing, LOIs, and submissions of foundation, corporate, and government grant proposals and final reports;
- Support in identifying new funding and choreographic opportunities;
- Updating development calendar and timelines;
- Cultivation of and materials for potential donors/sponsors;
- Track and process incoming donations, thank you/ acknowledgement letters, and mailing list;
- Assist with special events including Gala fundraiser, RudduR Dance productions/performances, tours, residencies, rehearsals, cultivations, and community engagement activities;
- Social media and website updates, production of monthly newsletter, and occasional basic video filming and editing;
- And basic accounting and record keeping.

Requirements:

- Experience Preferred but not required;
- Superb written and verbal communication skills & obsessive attention to detail;
- Positive and professional demeanor, with a flexible, can-do attitude;
- Interest in RudduR Dance's mission and commitment to serving youth;
- Proficiency in Microsoft Office Suite (Word, Excel, Power Point) and Apple iWork (Pages, Numbers, Keynote, iMovie, Garage Band);
- Commit to a minimum of 15 hours/week;
- Own your own laptop (Apple preferred) and cellphone (iPhone preferred);
- And sociable.

Benefits:

- Receive invaluable on-the-job training and experience towards your professional career in performance production, arts administration, development, and grant writing;
- Evaluation and Recommendations Letter on company letterhead;
- Observe company in rehearsals, attend performances, and discount tickets (when available);
- Work directly with company director and founder Christopher Rudd;
- And aid in the growth of a new company from the ground floor.

How to Apply:

Students and young arts professionals are encouraged to apply. To apply please send Christopher Rudd your resume and brief statement of interest with the subject line "RudduR Dance Internship, Last Name_First Name" to: C.Rudd@RudduRDance.com

[< back](#)

[previous listing](#) • [next listing](#)