

Thursday, December 31, 2015

Dance Caribbean COLLECTIVE Internship

Company: Dance Caribbean COLLECTIVE
Location: Brooklyn, NY

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DCC Intern Description

Dance Caribbean Collective is an organisation that is dedicated to bringing and facilitating Caribbean Dance works and performances for the Caribbean Diaspora in the US and more specifically Brooklyn, NY. Our main focus this year is, the 'New Traditions (Dance) Festival 2016', which will be held June 10-12, 2016 during Caribbean-American Heritage Month with Masterclasses/Community Dance Classes, 3 evening performances, a pre-show reception and a post show discussion.

DCC is seeking interns from mid January through June 15 to assist in planning and executing a successful June performance season. See below for a list of duties and skills needed.

Duties:

- Assisting with preparation of proposals, applications and email for internal communication
- Preparing content for marketing materials and social media
- Light book-keeping, record-keeping and filing
- Assistance with Event Coordination and logistical planning
- Attend all DCC events and assist with day of setup and breakdown
- Attend events on behalf of DCC
- Research and assemble information to inform DCC's policies and agenda

Requirements:

- Approximately 15-18 hours per week
- 1 on 1 meetings/work sessions with the director each week (3-4 hours)
- 10 Hours self-allotted time each week - to prepare documents, follow up on communication, prepare information for DCC etc.
- A 4 hour group work session bi-weekly (every two weeks) - to brainstorm, present problems or issues, complete large projects with the DCC/New Traditions support committee
- Sessions to be held most likely on Saturdays evenings or Sunday afternoons
- Work sessions likely to be at Brooklyn Public Library

Suitable candidate should:

- Be enrolled in a tertiary level program or seeking to gain experience in Arts Administration/Marketing field
- Be detail oriented
- Have great writing skills
- Be passionate about working with Artists and/or within Caribbean Community
- Be able to work independently on some projects and execute projects from start to finish
- Be able to work closely with director
- Be able to work in a fast paced environment, problem-solve quickly and think creatively
- Have great communication skills - talking to and engaging, people and new audiences and communicating with artists
- Be able to develop a language with artists that serves the needs of what they are trying to do, and the steps to achieve the task
- Be clear about asking for assistance or guidance when necessary

We can offer:

- Experience working closely with director on strategic planning and programming
- Skill building around organising and preparing for concert performance
- Contributing to creating a performance series that celebrates Caribbean culture
- Strong networking opportunities in vibrant Brooklyn/Caribbean Arts & Culture scene
- Working with an organization building from the ground up
- DCC support for your own events/endeavours
- Letter of completion for College credit
- Discounted Soca Classes

Suitable candidates should send their resume to dancecaribbeancollective@gmail.com with subject line DCC Intership.

Dance Caribbean COLLECTIVE
Brooklyn, NY, 11225
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For more information:
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