

Friday, April 22, 2016

## Office Internships with Movement Research!

Company: Movement Research  
Location: New York, NY  
Compensation: Work Exchange

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MR Interns Charles Gowin and Jenny Boissiere

Movement Research is one of the world's leading laboratories for the investigation of dance and movement-based forms. Valuing the individual artist, their creative process and their vital role within society, Movement Research is dedicated to the creation and implementation of free and low-cost programs that nurture and instigate discourse and experimentation. Movement Research strives to reflect the cultural, political and economic diversity of its moving community, including artists and audiences alike.

Movement Research offers internship opportunities to dancers of all levels, ages 18 and up. We are currently hiring for office internship positions to start in Spring or Summer, with a 6-month duration and the opportunity to extend. For a 10-hour commitment per week, Movement Research provides interns with free access to most Movement Research classes as well as an occasional workshop or MELT intensive. A limited number of Summer 2016 Internship positions are also available (2-3 months in duration, 15 hours/week).

**TO APPLY:** please submit a cover letter and resumé to [info@movementresearch.org](mailto:info@movementresearch.org) with the area of focus you wish to apply for in the subject line.

Office internship areas of focus include:

### Performance Journal Archives and Subscriptions Intern

The PJ Archives and Subscriptions Intern works closely with the Media and Communications Manager to manage subscriptions and maintain the database for the *Performance Journal*, Movement Research's bi-annual printed publication. Candidates should have experience with Microsoft Excel and Word, excellent writing skills, strong organizational skills, attention to detail, and the ability to work in a small, busy office environment. Participants will gain experience with Filemaker Pro, MR's detailed customized database. To learn more about the MRPJ visit: [http://movementresearch.org/performance\\_journal/](http://movementresearch.org/performance_journal/)

### Development Intern

The Development Intern assists the Development Manager with tasks that vary by season (including support for grant deadlines, end-of-year giving, gala, Artist Advisory Council and Board) and is responsible for entering donations into the database, assisting with program tracking, taking minutes at various meetings and grant/artist opportunity research. Additionally, the ideal candidate possesses a strong interest in engaging contemporary and experimental dance and/or performance work through language. Experience with Mac software, Word, Excel and Filemaker strongly encouraged.

### Marketing Intern

The Marketing Intern assists the Media and Communications Manager with the social media accounts, press and promotional materials, website maintenance and online class listings. The ideal candidate possesses a strong work ethic, strong organizational skills, and an interest in engaging in Movement Research classes and events. Experience with Constant Contact, Wordpress, and/or other media software a plus, in addition to a strong knowledge of social media platforms such as Facebook and Instagram.

### Media Intern

The Media Intern assists the Media and Communications Manager with the video archive and database, podcast channel, press and promotional materials, website maintenance and online class listings. The ideal candidate possesses a strong work ethic, basic organizational skills, and an interest in the documentation of contemporary and experimental dance. Experience with Mac software and Excel are strongly encouraged. Experience with Dreamweaver, iMovie, and/or media software a plus.

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