

Tuesday, May 17, 2016

Summer Internship with SoHa Dance

Company: SoHa Dance

Compensation: This internship is unpaid, but may result in a paid position or stipend.

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POSITION SUMMARY

The Administrative Intern position requires a proactive and well-organized individual to be an integral part in the development of SoHa Dance. Reporting to the Artistic and Executive Director, this intern will contribute to all aspects of development, special events, and administration for the Company. This includes extensive involvement in executing the upcoming 5th Year Anniversary Fundraiser. This internship will provide opportunities to learn about event curating and execution as well as the administration of development and marketing campaigns.

SoHa Dance was founded in 2011 with the mission to encourage positive connections through movement and choreographic presentation. Curating shows, promoting new work from local and international artists, and building events to bring communities together is the passion of the Company.

RESPONSIBILITIES

- Calendar and project management
- Grant assistance/ seeking out grant and residency opportunities
- Establishing a strategic social media plan
- Website management and updates
- Proof-reading and organizing emails and e-newsletters
- Help with organizing and archiving work
- Production assistance when needed (including managing RSVPs)

This isn't an exhaustive list, but it includes most of the internship will call for.

QUALIFICATIONS AND SKILL REQUIREMENTS

Professional demeanor, attention to detail, and excellent written and verbal communication skills

Ability to multi-task, prioritize, and problem-solve in a fast-paced work environment

Excellent knowledge of Microsoft Office (Word, Excel, etc.)

Design experience is a plus (InDesign, PhotoShop, etc.)

The time commitment is 10-20 hrs/week on average, with room for flexibility. Academic credit may be arranged.

Please send your CV/resume along with a personal statement to dancesoha@gmail.com. The personal statement should be no more than 250 words about what your passions are, why you're interested in the position, and what you would bring to the table. Find out more about SoHa Dance by visiting www.sohadance.com.

