

Wednesday, July 27, 2016

## Dance New Jersey Seeks Communications Intern

Company: Dance New Jersey  
Location: Basking Ridge, NJ  
Compensation: Stipend available.

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Dance New Jersey is a service organization committed to advocating the excellence of dance and dance education in the state. We are currently seeking qualified interns for 6 to 12 month appointments. Learn the functions of our non-profit organization that serves the greater good of New Jersey's dance communities, while gaining valuable experience in arts management. If you are interested in developing administrative skills within the arts, and becoming better connected to the network of dance in New Jersey, please consider joining our team of professional dance advocates!

We will consider applicants who have excellent writing/editing and organizational skills. Experience with both Mac and PC is preferred, which includes a general knowledge-base of Microsoft Word, Excel, PowerPoint, and Google applications. Applicants must also be familiar with various forms of Social Media. Experience with Constant Contact, or another form of email marketing is preferred but not required. Those who apply should expect to be involved with following job responsibilities.

- Assist both the Executive and Managing Directors with all marketing and communications, including but not limited to:
  - Creating and scheduling weekly Eblasts
  - Weekly social media programming for Facebook, Twitter, & Instagram
  - Membership renewal & board emails
- Represent Dance New Jersey by attending member performances when possible;
- Provide general support for all other events sponsored by Dance New Jersey.

Dance New Jersey  
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973.222.8844  
[www.dancenj.org](http://www.dancenj.org)

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