

Wednesday, August 3, 2016

Stephen Petronio Company Fall Intern

Company: Stephen Petronio Company

Location: New York, NY

Compensation: Unpaid Internship

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Bill Hebert

Areas of Interest: Archiving, Administration, and Development

Stephen Petronio Company, a highly regarded internationally renowned modern dance company, seeks a creative and forward-thinking candidate for an archiving, administration, and development internship to work on special projects in our East Village office. All applicants are expected to be independent, computer-literate workers who are passionate about the arts; prior experience in the dance field is not required but is a plus. Related educational or work experience is preferred.

Interns will have the unique opportunity to learn about the operations of a non-profit performing arts organization, working closely with a small staff in a flexible environment.

Benefits include complimentary tickets to Stephen Petronio Company performances and events, and rehearsal visits.

Responsibilities:

Archiving analog and digital videos and photos (SPC archive spans 30 years)

- Reviewing collection documentation
- Inventorying content
- Digitizing content for preservation
- Organizing collections

Transcribing video footage

Supporting Database Management

Aiding Prospect and Donor Research

Assist with social media and Bloodlines Room (Tumblr)

Specifications: 8-12 hours per week. 3-6 months.

Qualifications:

Eagerness to advance skills in non-profit development and archiving

Computer literacy including MS Office

Experience working in a professional organization

Excellent writing, communications and interpersonal skills

Self-starter with extreme attention to detail and organizational systems

Ability to manage multiple projects independently

Knowledge of and strong interest in dance, dance history, and art

The schedule and weekly hours are flexible. Applicants should be able to house themselves in the NYC metro area. Internships are unpaid and targeted towards those seeking academic credit or work experience in a fast-paced arts organization.

Please submit a cover letter, resume and availability to: (please no phone calls)

Sasha Okshteyn, sasha@stephenpetronio.com.

For more information about Stephen Petronio Company, please visit our website:

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For more information:
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