

Friday, September 23, 2016

## FALL 2016 ARTS ADMINISTRATOR INTERNSHIPS @ SPOKE THE HUB

Company: Spoke the Hub

Location: Brooklyn, NY

Compensation: Pay is \$10 an hour to begin, plus free classes and rehearsal space.

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Spoke the Hub Dancing, Inc. one of Brooklyn's oldest and finest multi-dimensional community dance and arts organizations, called "one of the most exhilarating art spaces in Brooklyn", is currently seeking several part-time arts administrators to join our office staff as paid "interns" this fall with the goal of expanding these positions to more full-time paid positions in the future.

All applicants must enjoy working with children and adults of all ages and be well-versed in dance, Brooklyn, and all related arts. Must be self-starters, responsible, well-organized, detail oriented, flexible and able to work productively on own with minimal supervision. Local residents preferred. All ages welcome to apply.

Administrative skills and other kinds of work experience we are seeking include some combination of --

- Accounting & Bookkeeping
- Community Outreach / Program Development
- Copywriting / Grant Writing
- Graphic Design
- Publicity & Marketing
- Social Media & Website Management
- Special Event & Project Management
- Stage Production / Design
- Studio Maintenance / Space Management
- Tech Support

Currently, we are looking for part-time interns to work 3-6 hours per week in 6 month blocks. Morning, afternoon, evening and weekend work slots are possible. First 6 month internship period begins in October.

Applicants should send a letter of interest, a resume, and at least three current references to:

Spoke the Hub  
Attention: Elise Long  
748 Union Street  
Brooklyn, NY 11215-1209

Spoke the Hub  
748 Union Street  
Brooklyn, NY, 11215  
[www.spokethehub.org](http://www.spokethehub.org)

For more information:  
Elise  
[elise@spokethehub.org](mailto:elise@spokethehub.org)

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