

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

For more information:
Elise
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