

Friday, October 7, 2016

DANCE PRODUCTION & ADMINISTRATIVE INTERN FOR DANCE FESTIVAL

Company: KINEMATIK Dance Theater

Location: Long Island City, NY

Compensation: Weekly Stipend according to applicant's experience and qualification

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Photo: Javier Gamboa | Design: Siri Lindskrog

| DANCE PRODUCTION & ADMINISTRATION INTERNSHIP

KINEMATIK Dance Theater is seeking a production and administrative intern for IN-SITU, a new site-specific dance festival happening in LIC/Queens in the summer of 2017.

| WHO WE ARE:

IN-SITU is a two day site-specific dance festival that includes free performances of 15 professional dance companies as well as a 3-month outreach community dance workshop. All performances are open and free to the public and will happen at different sites along the LIC waterfront (Hunters Point Park, Gantry State Plaza and Queensbridge Park). The festival is produced by [KINEMATIK Dance Theater](#) in partnership with LIC community partners.

| WHO WE ARE LOOKING FOR:

Applicants who are :

- reliable, committed & organized
- passionate about the arts, dance and social practice
- positive & self-motivated
- hardworking, efficient & detail-oriented
- strong written and inter-personal communication skills
- responsible
- proactive and forthcoming with ideas and opinions
- interest in community development
- confident and friendly personality
- social media savvy & Mac proficient
- grant-writing or fundraising experience a plus.
- experience with photoshop and video editing software a plus
- previous arts administration and/or dance production experience preferred

| RESPONSIBILITIES:

Intern will work closely with artistic director [Svea Schneider](#) and will assist in administrative and production tasks such as:

- research and organize grant opportunities
- grant application assistance
- research, outreach and follow up to potential donors/sponsors
- outreach and follow up to potential community partners
- correspondence with press contacts
- help plan and coordinate fundraising activities
- assist in creating and managing Kickstarter campaign
- database management
- manage social media accounts and maintain e-newsletter
- general administrative and operational activities

| BENEFITS

Interns will be introduced to issues related to dance, social art practice and community arts. You will gain invaluable experience in dance and festival production and arts administration/management as well as an understanding of what it takes to plan and execute a large scale community dance festival. Interns have the possibility to participate and perform in community outreach events and will get access and connection to many Queens based arts organizations, press contacts and community leaders.

| COMMITMENT:

Minimum 3 months, extension welcome.

6-8 hours per week

Requires weekly meetings with artistic director

(Office is located in LIC/Queens and there will be opportunities to work remotely; schedules and weekly hours are flexible.)

| COMPENSATION:

This internship offers a weekly stipend based on the applicants experience and qualifications. College credit is also available as well as recommendation letter.

| APPLY:

To apply please e-mail resume, letter of interest, general availability and schedule, two references, and if possible a brief writing sample to Artistic Director Svea Schneider at sveaschneider1@gmail.com. Selected applicants will be contacted for an interview. Deadline to apply is October 15th

| MORE INFO:

www.sveaschneider.com

www.kinematikdance.com

www.insitudancefestival.com (website is currently being developed)

KINEMATIK Dance Theater
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