

Friday, December 9, 2016

Education Internship

Company: Dancewave
Location: Brooklyn, NY
Compensation: Travel stipend

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[Dancewave](#) is accepting applications for its Education Internship. This is a wonderful opportunity for a young professional to gain firsthand experience in arts administration and dance education in a supportive and friendly environment. The Education Intern will receive individual mentoring from an experienced team of arts administrators and Teaching Artists.

This is a 15-hour per week commitment, with a flexible schedule. Applicants MUST be available to assist two dance classes (students ages 3-6 years) on Thursdays at 3:30-5:15pm. The Internship period is 6 months: January – June 2016, with potential for continued employment upon successful completion and available resources.

Responsibilities include:

- Sending receipts and confirmation emails and obtaining medical and liability waivers
- Managing class attendance and scheduling make up classes
- Maintaining and updating online database
- Assisting with scholarship auditions and at organizational events
- Providing customer service and responding to inquiries regarding programs from the general public via walk-ins, email and phone
- Creating and sending official communications
- Organizing and managing promotional content within and outside of the organization
- Distributing program assessments
- Assisting Teaching Artists with classroom management (Thursdays 3:30-5:15pm)

Successful candidates will:

- Have a bachelor's degree in a related field (Dance, Education, Nonprofit/Arts Administration, etc.)
- Have clear and professional communication skills
- Be proficient with Microsoft Office, experience with Salesforce is a bonus
- Have experience with/interest in dance education
- Be reliable and self-directed team players

About:

Dancewave is the dance education nonprofit that focuses on the development of the whole person through a dance experience accessible to all. Our unique model combines rigorous training with artistic integrity, and access for all, in a supportive environment. Students are mentored by accomplished dance professionals, which allows for personal growth as well as superior dance education. Dancers have the opportunity to join our pre-professional dance companies, where they gain technical proficiency and self-confidence through training, rehearsals, and performances.

To apply, please send a letter of interest and resume with three references to jobs@dancewave.org. No phone calls please. Application deadline: December 19, 2016.

Dancewave
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www.dancewave.org

For more information:
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