

Friday, December 9, 2016

## Special Events Production Internship

Company: Dancewave

Location: Brooklyn, NY

Compensation: Monthly Stipend

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# Dancewave

Transforming lives through dance

**ORGANIZATIONAL BACKGROUND:** Dancewave provides all NYC youth access to a supportive dance experience that embraces and encourages individuality and equips students with the life skills to unlock their full potential as people and community members.

**JOB DESCRIPTION:** Dancewave is seeking an intern to assist the Special Events Coordinator in the production of events including Dancing Through College & Beyond (DTCB), GO! The Grand Opening of the New Dancewave Center, and The Annual Spring Dancewave Gala. Skills cultivated during this internship will assist aspiring individuals to pursue a career in event management, non-profit fundraising, public relations and marketing/social media management.

**INTERNSHIP LENGTH:** 6 - 8 months

#### POSITION RESPONSIBILITIES:

- Assist with planning, execution, and follow up of events
- Coordinate and manage volunteer committee for Dancing Through College & Beyond
- Manage in-kind donations and sponsorships
- Assist in event advertising and promotion, in conjunction with the marketing department
- Respond to email and telephone inquiries regarding events and registration
- Process registration and payments in Dancewave's online database (Salesforce)

#### KNOWLEDGE, SKILLS, AND ABILITIES:

##### Required:

- Must have a dance background OR be extremely passionate or knowledgable about dance.
- Must be available all day for DTCB October 4th & 6th, Go! June 7th & 8th and The Dancewave Gala April 9th & 10th. (This includes helping with set-up and breakdown if needed).
- Flexibility and openness to assist with all tasks assigned
- Superb written and verbal communication skills
- Highly detail oriented and organized
- Proficient in Microsoft Office Suite (Word, Excel, Powerpoint) and Google Drive

##### Preferred:

- Experience in Event Planning

-Fluent in Social Media

-Knowledge of Salesforce is a plus!

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