

Monday, February 6, 2017

Dance Administrative Assistant

Company: Teekvision
Location: New York, NY
Compensation: Travel Stipend

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Internship Program Opportunity

About the Company:

Teekvision is a new dance company on the rise under the director James LaTeek Huggins. The company's mission is to bring awareness to various social injustices through the art of dance. With multiple backgrounds and genres, this diverse company has been performing to build the bridge between commercial dance and stage performance. What once was a vision and dream, is now slowly becoming a reality. Now, after performing throughout the NY Tri-State and DMV area, the success and work load for Teekvision has progressed.

Purpose of Internship:

Teekvision is in search for courageous and skilled applicants to serve as interns. The individuals chosen should definitely share a passion for performing arts. Interns will gain hands on experience and knowledge in preparation for dance showcases and productions. In addition, interns will also have the opportunity to substantially contribute to and learn our company's choreography. Furthermore, the interns will be given specific task and responsibilities as well as be expected to be flexible to partake in various activities in the studio and outside of the studio. As an intern you will:

- See performances with complimentary tickets during your internship
- Gain hands on work experience in the arts and dance community to set you apart from other individuals in the workforce
- Possibly transition into a full-time or part-time job after the internship
- Have networking opportunities to meet art leaders, presenters, teachers, choreographers and professional dancers in this field

Duties and Responsibilities:

- Report to the Artistic Director on all matters of Teekvision
- Creating and updating the Teekvision Calendar
- Creating and updating the Teekvision Newsletter
- Maintaining Teekvisions social media pages

Creating and updating Teekvisions website
Assisting with events and projects
Secretarial duties such as: emails, phone calls, filing, editing and light event planning

Qualifications:

Must be a team player but also have the ability to work solo and sometimes without much instruction
Must be self-motivated
Must be organized and punctual
Must have excellent verbal and non-verbal communication skills
Must be creative but also be able to adapt
Must be knowledgeable in web, graphic, or fashion design
Being a dancer or choreographer is highly recommended but it is not required for this position of internship

Time Commitment & Conditions:

Internships are on a voluntary basis and no payment will be provided. However, interns will receive travel stipend and lunch will sometimes be provided if applicable. In addition, the intern is wholly responsible for all costs related to health, accommodations and any other personal expenses that they may have that are not outlined above. Teekvision assumes no responsibility and is not liable for any accidents, illnesses or other health misfortune that may occur.

If you are interested in this position,
please email your cover letter and resume to us at Teekvision@gmail.com

Teekvision
New York, NY, 10453

For more information:
James LaTeek
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