

Thursday, July 13, 2017

## LEIMAY Marketing and Archival Internship

Company: LEIMAY  
Location: Brooklyn, NY

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LEIMAY is currently accepting applications from students and early career artists for a seasonal internship. The selected intern will work closely with the LEIMAY Administrative and Producing Manager as well as LEIMAY artistic director on launching the updated LEIMAY website, the new face of the organization. This intern will learn the back-end of website development and have the unique experience of diving into the rich history of LEIMAY's works.

LEIMAY (CAVE Organization Inc.) develops and tours new and existing individual and collaborative creations by Ximena Garnica and Shige Moriya; stimulates dialogue on contemporary performance and installation art; develops LEIMAY's LUDUS; and offers studio, and performing space for emerging and established artists; our endeavors take place at our home, CAVE, located in the Williamsburg section of Brooklyn as well as at other venues in New York, the Americas, and beyond.

Responsibilities for the position include:

Work directly with LEIMAY team to assist in uploading information to the new LEIMAY web page.

Assist with maintenance of LEIMAY website and online LEIMAY's online presence

Assistance with ongoing archival of LEIMAY works

Qualifications for the position:

Requires basic computer skills

Attention to detail, strong organizational skills, and the ability to work efficiently under pressure in a fast paced environment

The capacity to work independently with or without supervision

A passion for the performing arts and community-driven arts initiatives

Enthusiasm for working with a diverse group of artists and producers

Previous knowledge of wordpress or other web page creation ideal but not required

Skills including basic video editing, photoshop, and writing ability ideal but not required

The internship will consist of two 4-hour days/week at CAVE, the home of LEIMAY in Williamsburg Brooklyn, for a total of 8 hours per week. Exact time frame of internship is open for discussion with selected intern. LEIMAY Administrative and Producing Manager will coordinate with the applicant to decide upon a weekly schedule.

The position is unpaid, but will prove to be a rewarding learning experience in non-profit arts production and give a global vision of the work that goes into running a community performing arts festival. Additionally, interns will learn a full spectrum of website creation and management.

Interested applicants should send a resume and a brief letter of motivation describing their interest in the internship to [admin@leimay.org](mailto:admin@leimay.org)

Interviews will begin immediately.

LEIMAY  
58 Grand Street  
Brooklyn, NY, 11249  
[www.leimay.org](http://www.leimay.org)

For more information:  
Drew Weinstein  
[admin@leimay.org](mailto:admin@leimay.org)

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