

Thursday, September 21, 2017

Dancewave Events and Production Intern

Company: Dancewave

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Events & Production Intern

Dancewave seeks an Events & Production Intern to assist the Special Events, Education and Marketing departments in the production of Dancewave events: Dancing Through College & Beyond, Holiday Fiesta, Annual Gala, and more. This internship offers an excellent opportunity to gain active, hands-on experience in a non-profit arts organization. Skills cultivated during this internship will assist aspiring individuals pursue a career in event management, non-profit fundraising, and marketing/social media management.

Responsibilities:

- Respond to e-mail and telephone inquiries regarding events
- Process registration and payments in Dancewave's online database
- Explore opportunities to increase success of the events
- Assist with planning and execution leading up to and day-of events
- Assist in advertising and promoting the events, in conjunction with Marketing department

Requirements:

- Enthusiasm and excitement about Dancewave's mission and work
- Ability to be flexible and willing to assist in other tasks as assigned
- Dance production experience (stage management, house management, etc)
- Currently obtaining or have obtained an undergraduate degree
- Superb written and verbal skills
- Highly detail oriented
- Positive and professional demeanor
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Preferred: Knowledge of dance and interest in dance education
- Preferred: Familiarity with Salesforce (or similar)

Commitment: Immediate start. Duration: 6 months; 20 hours/week

HOW TO APPLY: Submit a cover letter and resume to jobs@dancewave.org with subject title "Events Intern"
No phone calls please!

Dancewave
dancewave.org

For more information:
Lusheena Warner
jobs@dancewave.org

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