

Tuesday, September 19, 2017

MICHIYAYA Dance Company Inc. Seeks MICHI-INTERN

Company: MICHIYAYA Dance Company Inc.
Location: Manhattan, NY
Compensation: no compensation

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Caylee Shimizu

MICHIYAYA Dance Company Inc. is an all woman contemporary dance theater company based in New York City. Co-founded in fall 2015 by Anya Clarke and Mitsuko Verdery, MICHIYAYA Dance merges the worlds of Clarke and Verdery's backgrounds in dance and visual art.

We are looking for highly skilled individuals who have worked in the performing arts community as a Arts Administrator. This internship will be a 6 month long internship, with possibilities of extension.

Responsibilities:

- Provide accurate and timely research on funding prospects such as grants and corporate sponsorships
- Prepare and submit materials for grants
- Create press materials, establish and cultivate relationships with presenters
- Represent and promote MICHIYAYA Dance through public relations and communications

Qualifications:

- Prior administrative experience in the arts
- Excellent writing, communication, and organizational skills
- Self-motivated, reliable, friendly, flexible, and creative with a particular interest in dance
- Ability to effectively manage time and demands of multiple projects
- Strong computer/Internet/research skills
- Understanding of technical and administrative demands of dance production
- English mother-tongue a must. Any second language is a plus

Hours and Compensation:

Position is part-time, 10 hours/week, hours are flexible. This internship is unpaid, but we can compensate through college credits, free classes, free performances, referrals and recommendations. This position is ideal for college students, and early-career arts administrator desiring flexibility and looking to acquire knowledge and experience in the dance field.

How to Apply:

Submit a cover letter stating interest and describing experience, along with CV and two recent writing samples (1 page each). Materials should be submitted by email to directors@michiayadance.org, with "MICHI-INTERN" in the subject line no later than October 19th, 2017.

Please submit contact information for two work-related references (email & phone).

Applicants will be contacted for a personal interview upon receipt of all materials. Incomplete applications will not be considered. Position must be filled by October 20th, 2017.

MICHIYAYA Dance is an equal opportunity employer, and encourages women and underrepresented minorities to apply.

MICHIYAYA Dance Company Inc.
Manhattan, NY
www.michiayadance.org

For more information:
Anya Clarke
directors@michiayadance.org

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