

Friday, November 17, 2017

Dancewave seeks Arts Administration Intern

Company: Dancewave
Location: Brooklyn, NY
Compensation: Monthly transportation stipend

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Arts Administration Internship at Dancewave

The Arts Administration Internship at Dancewave is a great opportunity for a passionate and highly motivated individual interested in arts administration to gain active, hands-on experience in a non-profit arts organization. As an arts administration intern, you will work across multiple areas, including: development; marketing and communications; finance; and education. As an intern, you will contribute to long-term projects in addition to projects that are essential to day-to-day operations at Dancewave. This position is an incredible opportunity to develop new skills and contribute to the growth of an innovative, rapidly expanding arts organization.

Responsibilities:

- Providing administrative support by answering office phone lines, responding to general inquiries, email correspondence, and data entry
- Greeting visitors and answering questions regarding programs and services
- Attending meetings as directed and creating detailed task lists for follow up
- Completing research projects and synthesizing information to share with Dancewave staff
- Assist with planning, coordination, and advertising of Dancewave events, including Spring Gala (April 25) and Spring Season performances (May 18-20)
- Special projects as assigned

Qualifications:

- Superb written and verbal communication skills & attention to detail
- Ability to work in a fast-paced, professional office environment
- Passion for Dancewave's mission and commitment to serving youth
- Proficiency in Microsoft Office and Google Suite; Salesforce a plus

Commitment: 15-20 hours per week from January - June 2018

Compensation: Monthly transportation stipend available.

To Apply: Email resume, cover letter, and writing sample to jobs@dancewave.org, with "Arts Administration Internship" in the subject title. No phone calls please.

For more information about Dancewave, visit: www.dancewave.org

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