

Friday, November 10, 2017

## Dancewave seeks Arts Administration Intern

Company: Dancewave

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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](mailto:jobs@dancewave.org), with "Arts Administration Internship" in the subject title. No phone calls please.

For more information about Dancewave, visit: [www.dancewave.org](http://www.dancewave.org)

Dancewave  
[dancewave.org](http://dancewave.org)

For more information:  
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