

Monday, November 20, 2017

Donna Uchizono Company seeks Marketing and Production Intern

Company: Donna Uchizono Company

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Compensation: Unpaid - opportunity for growth and mentorship in non-profit dance/arts management

Donna Uchizono Company is seeking an Administrative Intern (ideally from December 2017 to October 2018 - start-time frame flexible). The Intern will work in collaboration with the administrative team on the following tasks: social media upkeep (weekly), general administrative tasks (weekly), and assisting with rehearsals for Donna Uchizono Company (as needed), leading up to a Fall 2018 production season. The internship will require approximately 5 hours a week. Scheduling is flexible.

The ideal candidate has strong organizational skills, the ability to work independently, and an interest in learning arts administration skills. Experience with social media platforms, videography, and film editing is especially desired but not required.

Benefits:

One-on-one mentorship in arts administration, tailored to the intern's interests and skill set

An inside look into Donna Uchizono's rehearsal process

Access to co-working space

References as requested

For students, please let us know if you'd be interested in obtaining college credit sponsored by your academic institution.

To apply or for any questions, please send a resume and cover letter to DUC Administrator at office.donnauchizono@gmail.com

For more information, visit www.donnauchizono.org.

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