

Sunday, November 5, 2017

## nathantrice/RITUALS seeks administrative intern

Company: nathantrice/RITUALS dance theater  
Location: Brooklyn, NY  
Compensation: TBD

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### SEEKING ADMINISTRATIVE INTERNS

nathantrice/RITUALS dance theater is looking for reliable interns to join our team in the execution of the company's 2018 season of the Recognizing Women Project. The Recognizing Women Project is an interdisciplinary research-to-performance initiative originally created in 2001, that aims to develop dance theater that addresses women's unique experiences and contributions. Through a guided collaborate research process between our company, local community, and students enrolled in the social sciences or humanities, the RWP develops an intersectional understanding around a specific focus concerning women to act as the groundwork for a new creation for the season.

For more information on the project itself, [please click here](#).

The Recognizing Women Project's developmental period runs October 1, 2017 thru March 15, 2018. The season will premier March 15 – 17, 2018 at the Kumble Theater for the Performing arts in Brooklyn.

#### Internship Responsibilities:

- Assisting project managers with the coordination and execution of public relations: open rehearsals, performances, school shows, local business events, solicitations, and invitations.
- Assisting artistic director in restructuring company website and business plan.

#### Qualifications:

- Experience in arts administration, strategic marketing, computer literacy in Microsoft Office, Google Docs, WordPress (Adobe Acrobat a plus).
- Ability to work with different personality types, coordinate with multiple organizations, and efficiently under deadlines is essential.
- Enthusiastic, creative, innovative, and self-motivated.
- Professional writing and correspondence experience.
- Prior experience in listed internship responsibilities a plus.

Internship commitment is negotiable. Minimum one month. Stipend determined by level of experience and work hours. We are looking for people passionate about the arts and activism to help us start conversations across communities around women's concerns.

To apply, please send resume and cover letter to Nathan Trice at: [nathantrice\\_rituals@yahoo.com](mailto:nathantrice_rituals@yahoo.com)

nathantrice/RITUALS dance theater  
Brooklyn, NY  
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