

Monday, December 4, 2017

## GALLIM SEEKS INTERNS - APPLY NOW!

Company: GALLIM  
Location: Brooklyn, NY  
Compensation: Yes

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### GALLIM SEEKS INTERNS FOR ITS WINTER/SPRING 2018 SEASON - APPLY NOW!

Internships at GALLIM offer individuals the unique opportunity to be involved in a dynamic, world-renowned arts organization that supports and shares the dynamic artistic vision of Andrea Miller, the current artist-in-residence at The Metropolitan Museum of Art.

Interns function as integral members of the administrative team and work out of GALLIM's office and rehearsal space in Brooklyn's Clinton Hill neighborhood. They are charged with upholding the organization's work standards, ethics, and policies. Internships with GALLIM are typically a semester-long commitment of at least 15 hours per week, with extensions possible, and a stipend. School credit is also available upon request.

As a GALLIM Intern, you will receive:

Invaluable training and mentorship towards your professional career in arts administration at a world-class dance company, at a particularly critical time of tremendous growth and strategic opportunity

Material to include in your professional portfolio

Discounted performances and dance classes (when available)

University credit, work-study, independent study, and/or cooperative learning programs

A weekly stipend for a minimum of 15 hours of work per week

We encourage candidates to express additional areas of interest in which they'd like to gain experience. We offer a flexible environment and look forward to collaboration and intersection across roles.

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As an Administrative Intern, your responsibilities include, but are not limited to:

- Providing support for all day-to-day operations and office maintenance.
- Drafting, organizing, filing, proofreading, and updating written materials and correspondence.
- Maintaining GALLIM's calendar and database, as well as the company's video and photo libraries — organization, labeling, and archiving.
- Providing production and special events support.
- Leveraging GALLIM's Facebook, Twitter, Instagram, and other relevant platforms to build the company's audience and donor base.
- Providing videography and photography during classes, rehearsals and events as needed.

Candidates must have excellent organizational skills, interpersonal ability, writing ability, and communication skills. Attention to detail and deadlines are required from all interns. Candidates must be proficient using all social media platforms, Microsoft applications, Adobe programs, and Google Suite. Experience with Patron/Salesforce is preferred but not required.

### APPLICATION

Applications are accepted on a rolling basis. Please note in your application a proposed start date and projected end date. Also provide your availability Monday through Friday from January through May 2018. Please send a cover letter and resumé to Leisa DeCarlo at [Leisa@gallimdance.com](mailto:Leisa@gallimdance.com) with "GALLIM 2018 Intern Application\_YOUR NAME" as the subject line.

Criteria for acceptance are the same for everyone without regard to race, color, gender, sex, religion, sexual orientation, national or ethnic origin, age, disability, or veteran status. We appreciate your interest and look forward to receiving your materials.

Thank you for your application!

Sincerely,

The GALLIM team

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