

Thursday, December 21, 2017

## Intern

Company: Dancers Responding to AIDS, a program of Broadway Cares/Equity F  
Location: New York, NY

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Dancers Responding to AIDS, a program of Broadway Cares/Equity Fights AIDS, is looking for an on-site dynamic intern for spring 2018 to assist on a wide variety of tasks at our Times Square office, including working closely with the team on several of Dancers Responding to AIDS' large scale dance events including the Fire Island Dance Festival.

Founded by former Paul Taylor dancers Denise Roberts Hurlin and Hernando Cortez in 1991, Dancers Responding to AIDS, or DRA, is a fundraising program of Broadway Cares/Equity Fights AIDS and is the ongoing committed response from the American dance community to an urgent worldwide health crisis. The funds raised are distributed to six programs at The Actors Fund - including The AIDS Initiative, The Phyllis Newman Women's Health Initiative, the Al Hirschfeld Free Health Clinic, and the newly founded Dancers' Resource- and awards grants to more than 450 AIDS and family service organizations yearly. The scope of DRA has increased to include women's health issues such as preventative measures to battle cancer, food banks and other social services possibly in your area. Since its founding in 1988, BC/EFA has raised over \$300 million dollars for critically needed services for people with AIDS and other serious illnesses.

### Responsibilities

- Assist with preparation for Fire Island Dance Festival, Stars of Tomorrow: Purchase and Purchase Cares
- Handle general errands, research, logistics, filing, creating and maintaining production binders and databases (including data entry), making copies, scanning documents, working with the staff to execute day-to-day operations of the office and planning for events
- Hands on event production tasks
- Other duties and special projects as assigned

### Requirements

- This position is best suited for those interested in pursuing dance, arts administration or nonprofit management careers
- Flexible, well-organized and able to multitask in a fast-paced environment
- Proficient with Google Drive, Microsoft Word and Excel
- Ability to lift 50 pounds
- Confident in traveling citywide by bus and subway
- Strong interpersonal skills, self-motivation, a sense of humor

This internship is unpaid and lasts two to four months. The internship hours are flexible and can be scheduled to accommodate other commitments and varying time frames. We are able to offer college credit through your university's career services department, community service hours, career development and access to premiere dance events.

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.

Interested applicants should send a résumé and cover letter to Adam Rei Siegel at [siegel \(at\) broadwaycares \(dot\) org](mailto:siegel@broadwaycares.org).

Dancers Responding to AIDS, a program of Broadway Cares/Equity F  
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