

Monday, March 19, 2018

Arts Administration Internships at Dancewave

Company: Dancewave

Location: Brooklyn, NY

Compensation: Monthly transportation stipend available

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Dancewave offers internship opportunities to eligible candidates in areas such as School & Education Administration, Development & Fundraising and Marketing & Public Relations. Interns benefit from the chance to work alongside a team of highly motivated and professional individuals who are dedicated to an important cause. Added benefits include:

- Individual mentoring and professional development
- Participation in special events
- Complimentary dance & fitness classes
- Monthly transportation stipend

CURRENT INTERNSHIP OPPORTUNITIES

Arts Administration Intern

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: Gala (April) and Spring Season performances (May), summer programs (July-August), Winter performances (December) and other events throughout the year.
- Special projects as assigned
- Specialty internships available in: photography, executive assistance, social media, graphic design

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 during the term (January-May, June-August, September-December)

TO APPLY: Email resume, cover letter, and writing sample to jobs@dancewave.org, with "Arts Administration Internship" in the subject title. No phone calls please.

Dancewave
45 4th Ave
Brooklyn, NY, 11217
7185224696
www.Dancewave.org

For more information:
Lusheena Warner
jobs@dancewave.org
7185224696

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